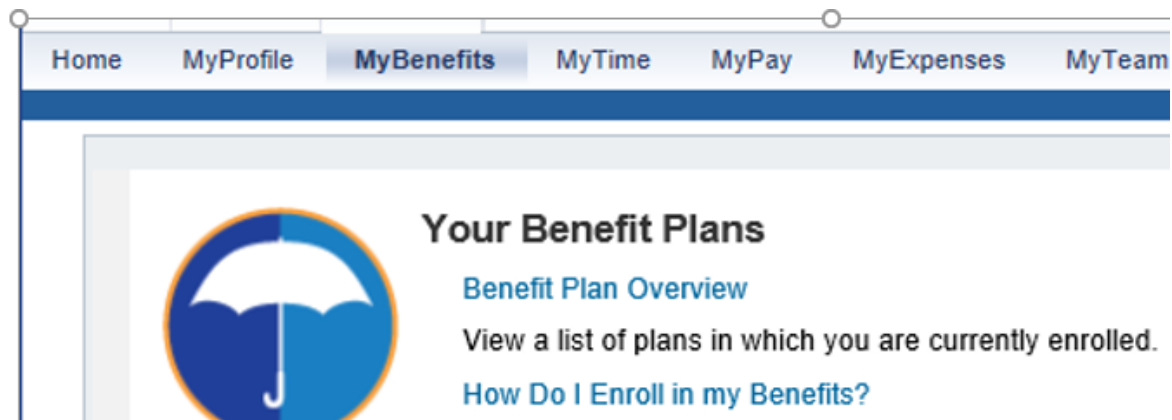# How to Apply for ETAP benefits?

Step 1: Apply for ETAP benefits at the **MyBenefits** section in Duke@Work **prior to requesting reimbursement and within 90 days of the last day of class**.

Step 2: Select "**Employee Tuition Assistance Application**"

"Employee Tuition Assistance Application" links to the screen below.

Employee Tuition Assistance Program Application

Employee Details

Employee Name:	BLUE DEVIL	DUID:	00:
Home Address:	123 MAIN ST	Email Address:	BLUE.DEVIL@DUKE.EDU
City/State/Zip:	DURHAM NC 27605	Office Phone:	919-684-5600
Home Phone:	919-123-4567	Continuous Svc Date:	03/11/2002
Payroll Cycle:	MONTHLY	Planned Working Time:	EXEMPT>=20 HRS/WK
Position:		Company:	0010
Org Unit:		Supervisor/Business Manager:	

Enrollment Information

College/University: Select School from the dropdown list-> ⌄

Click here and select NC on the map for a list of SACS schools. If your school does not appear in the SACS list for NC, it is not eligible for the program.

Degree Sought::   ◉ Undergraduate   ○ Graduate

Degree Type

Select	Degree
☐	Associates
☐	BA/BS/BSN
☐	ESL/EFL
☐	Other

List Other Degree Here: [_____]

Are these courses for your :   ○ Current Job   ◉ Future Career Development   ○ Both

Select from dropdown list (i.e. classroom, online or distance learning)

Attend a school with a nontraditional schedule? Please review the important note at the end of this instruction sheet.

ESL is an abbreviation for English as a Second Language

Course(s) Information

You may take up to 3 courses per request. A total of 9 can be taken during the calendar year.   Total courses already taken: 1

NOTE: These course types are not eligible for Assistance: (Dissertation, Solely Research, Thesis).

	Sem/Qtr	Term	Year	Title	Course Type	Number	Start Date	Last Date	ESL ?	Academic Credit ?	Amt Requested (Fees excluded)	
		⌄									0.00	Clear This Row
		⌄									0.00	Clear This Row
		⌄									0.00	Clear This Row

Maximum Allowed: 5,250.00   Amount Used: 2,400.00   Amount You Can Use: 2,850.00   [Click here for requested course(s) total:] 0.00

Employee Certification

Please carefully review your application prior to submission; providing fraudulent information or material misrepresentation of information or facts will result in the immediate termination of your benefit and eligibility for this program.

Also, we encourage you to review the retention agreement included in the terms and conditions link below.

Click here to read Terms and Conditions

* I have read, understand, and agree to the terms and conditions above.: ☐   04/26/2018

Notification of approval will be sent to you via email.

Use the comments section to include additional information to HR/Benefits that should be considered when processing your form.   *NOTE. Click on the box to the far right to open comments. ==>
Comments

*NOTE. Click on the box to the far right to open status overview. ==>
Status Overview

Submit   Save as Draft   Check   Close Window

Step 3: Complete form and click **"Submit"** to route to your supervisor.

You will receive an email notification once your supervisor has reviewed and approved your request.

You may monitor the status of your request by selecting "**Status**" in the **MyForms** pane located in the upper right screen of the **MyBenefits** section in Duke@Work.

MyForms			
Note	Desc	Status	Created
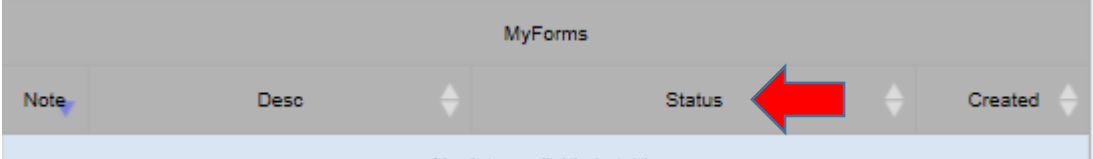
If you select **"Save as Draft"**, please remember to complete your request prior to your couse start date. You may return to complete and submit your draft form at the [Universal Worklist](#) section in Duke@Work. You will receive email notification once your supervisor has reviewed and approved your request.

If you receive an **'Unknown Supervisor …' warning message** when you attempt to submit an application, you should contact your departmental payroll representative to update/assign your supervisor/department business manager as your primary approver in our SAP HR system. Your representative's contact information is located in Duke@Work at MyInfo > MyProfile > Contact My Payroll Representative.

Your payroll representative may review the HR website at https://hr.duke.edu/benefits/educational/employee-tuition-assistance/manager-responsibility for instructions on how to update this primary approver assignment.

Faculty who receive this message should contact Duke Benefits at 919-684-5600 for assistance.

Important Note about nontraditional schedules: If you attend a school with varied course start dates in the same academic term (i.e. Summer Term: 1st course starts May 7 ends June 10; 2nd course starts June 11 ends July 15) and wish to be reimbursed after the completion of each course, then you should submit a separate application for each course. Otherwise, the reimbursement cannot be requested until after the end of all your coursework within the academic term and may result in the expiration of the 60 day reimbursement deadline for the earlier course**.**

If you are experiencing any technical issues with the online application, please review the [Employee Tuition Assistance FAQs and Instructions](#) for help.