Softdocs etrieve - Form Instructions
OPC Tuition Remission Eligibility Waiver Request

Direct link to form: https://dom.etrieve.cloud/central/forms/141

Alternate access:
1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "Office of People and Organizational Culture" section (or search form name in box at top)
4. Click on desired form

Workflow process:
1. The student starts/opens the form and their DU ID, full name, & email autofill.
2. The student completes all sections, attaches required documents, and signs.
   a. Use Name Search to add Employee (Parent) Information.
3. The student receives an email confirming submission.
4. OPC approves or denies and completes "office only" area.
5. The student receives an email of approval or denial.
6. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:

DOMINICAN UNIVERSITY
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

Tuition Remission Eligibility Waiver Request

Form started by: student

Dependent children of Dominican University faculty and staff are eligible for tuition remission under the DU Tuition Remission Policy. The policy defines "dependent children" as under 26 years of age. However, the University recognizes that non-dependent children may find the need or have the desire to further their education and therefore allows those individuals who fall outside the definition of "dependent children" to request that the eligibility requirement be waived so that they may receive partial tuition remission as part of their parent's university benefit. See policy for complete information.

NOTE: Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA). Parents of graduate students will be subject to tax withholding.

To be considered for the waiver, please:

1. **COMPLETE** this form
2. **ATTACH** your essay
3. **ATTACH** a copy of the letter indicating full acceptance into a DU academic program

Requests must be submitted **PRIOR TO REGISTRATION** for the semester.

Employee Information (Parent)

1. **Name Search:** type a few letters of the person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct email
   - verify email and ID are correct after autofill completes refresh

Employee Name Search *

marjo

type at least 3-4 letters

Employee Search Results *

Marjoni Tate Jr - mtatejr@my.dom.edu

Marjorie Luce - mluce1@dom.edu

Employee DU ID

9[____]

verify ID is correct

Employee

mtatejr@my.dom.edu

confirm email is correct

Employee Information (Parent)

1. **Name Search:** type a few letters of the person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct email
   - verify email and ID are correct after autofill completes refresh

Employee Name Search *

Marjorie Luce

type at least 3-4 letters

Employee Search Results *

Marjorie Luce - mluce1@dom.edu

click arrow to see search results

Employee DU ID

9▮▮▮

verify ID is correct

Employee DU Email

mluce1@dom.edu

confirm email is correct

Student Information

Student DU ID

9▮▮▮▮

Autofill based on person completing form

Student Full Name

Marjorie Luce

Autofill based on person completing form

Student DU Email

mluce1@dom.edu

Autofill based on person completing form

Student Date of Birth

03/▮▮▮▮

School Information

Academic Year *

2025-26

Semester *

Spring

Enrollment Status *

Full-Time

*Student-at-Large (no FAFSA required)

DU College *

College of Business, Information Studies, and Technology

Degree Program *

Master of Business Administration

Credits Required *

36

Anticipated Date of Completion *

05/31/2027

Essay

Please consider the following question, write a brief essay and attach it below.

How do your personal goals for this degree relate to the Dominican University mission to pursue truth, give compassionate service and participate in the creation of a more just and humane world?

Attach Essay *
PDF and JPEG only

Drag and drop files here to upload

— OR —

+ **Browse Files**

Essay

Please consider the following question, write a brief essay and attach it below.

How do your personal goals for this degree relate to the Dominican University mission to pursue truth, give compassionate service and participate in the creation of a more just and humane world?

Attach Essay *
PDF and JPEG only

✓ Test Doc1.pdf ✏ 🗑

Letter of Acceptance

Attach the Dominican University letter you received indicating full acceptance into a DU academic program.

Attach Letter *
PDF and JPEG only

✓ [Test Doc2.pdf](#) 🖉   🗑

Signature

Student Signature *

I understand that this constitutes my legal signature on this document. I have read and understand the current Tuition Remission Policy (link at top of form). I understand that nondependent tuition remission is not a guaranteed benefit to my parent and that any support provided may fluctuate depending on University capacity. If granted tuition remission for any or all of my degree, I understand it is my responsibility to abide by the rules outlined in the Tuition Remission policy.

Student Signature Date *

06/29/2025   📅
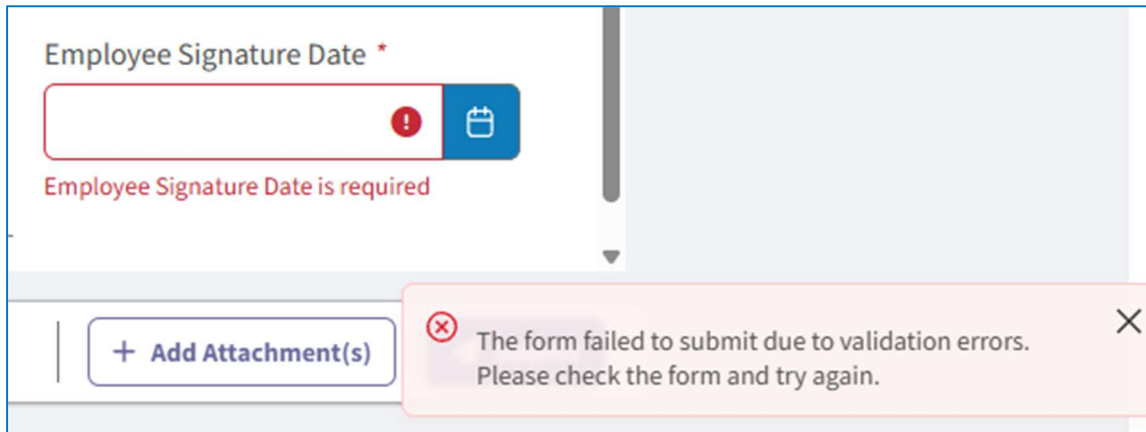
⬇ **Save** | + **Add Attachment(s)** ◥ **Submit**

DON'T FORGET TO SUBMIT!

Form errors:
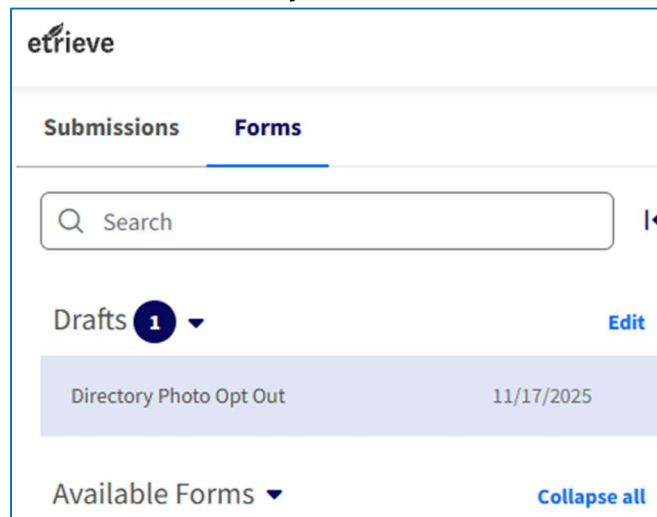
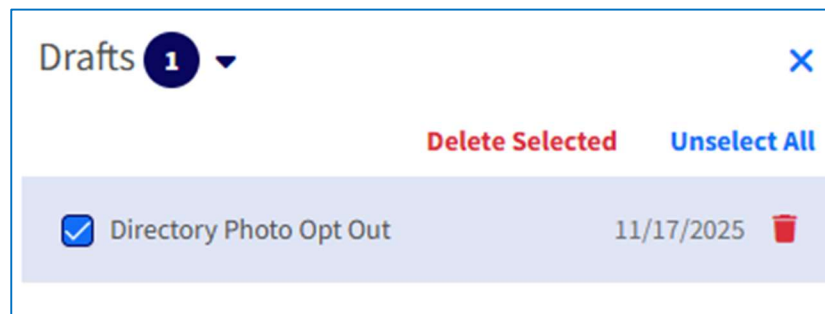All boxes with red asterisk must be completed to "submit" the form.

Employee Signature Date *

Employee Signature Date is required

+ Add Attachment(s)

⊗ The form failed to submit due to validation errors.
Please check the form and try again. ✕

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

etrieve

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Drafts ❶ ▾   ✕

Delete Selected   Unselect All

☑ Directory Photo Opt Out   11/17/2025 🗑

🗑 Delete Draft   ⬇ Save | + Add Attachment(s)   ◢ Submit