Dependent Reduced Tuition Benefit

The Dependent Reduced Tuition plans pays benefits toward the cost of tuition for eligible spouse/partner and eligible dependent child(ren) enrolled in courses at Northwestern University. A list of some eligible Northwestern programs can be found in the Professional Development section of our website.

This application only needs to be submitted once per calendar year, not academic year. If course of study starts in the Fall, you will complete one application in the fall, then another in January for Winter. Now you will only need to submit the application in January for every year.

Accessing Benefits Enrollment Portal

1. Login to myHR at http://www.northwestern.edu/myhr/.

2. Select the Benefits tile in myHR Self Service.

3. Select My Tuition Benefit Application from the left-hand menu.

4. Select Submit New Application from the center of the page.
5. Enter the year for the first term of the calendar year (not academic year).
6. Input Plan ID DRU2. If hired before 1/1/2000 use Plan ID DRU0. If taking classes at SPS, use Plan ID DRU1.
7. Select the first term of the calendar year (not academic year) and school.
8. You can either search for your dependent by selecting the magnifying glass or typing in their name, DOB, SSN and student ID. Note: if you input the wrong student ID this could delay Student Finance applying the credit to your account.
9. Read the disclaimer, select the check box, and click Save and Submit.