

OSU-Oklahoma City

Request for Employee Tuition/Fee Waiver Benefits

Note: Please read the Employee Training and Educational Assistance Policy. This policy allows waiver of ½ tuition and fees for up to 6 credit hours in the spring and fall semesters and ½ tuition and fee waiver for up to 3 credit hours in the summer semester. In addition, request can be made for the second half of tuition and fees upon completion of course(s) and verification of grade to the Financial Aid Office.

Employees who are on probation or a plan of improvement must wait until the semester AFTER the probation or plan of improvement are complete to enroll.

Step #1-Complete Information

Employee's Name: _____ CWID: _____
(Please Print)
Semester/Year of Request: _____

Information on Course(s)-Obtain from catalog or schedule. Enter information here and on 2nd page-Step 5

Course Title:	Prefix:	Course Number:	#Credit Hours

Total Credit Hours: _____

_____ I understand that this form **MUST** be turned in by the Monday after add/drop of the semester enrolled to be considered. No forms will be processed for prior semesters.

_____ I understand that I am responsible for any charges to my account other than tuition/fees.

_____ I understand that if I do not complete the course(s) in which I have requested a waiver with at least a grade of 'C', I will be responsible for paying the 2nd half of the tuition and fees associated with these courses. Regular student rules will apply concerning unpaid balances.

Employee's Signature: _____ **Date:** _____

Step #2-Obtain Supervisor's Approval

Supervisor's Signature: _____ Date: _____

Step #3-Obtain Confirmation by Human Resources:

Eligible _____ Not Eligible _____

HR Representative Signature: _____ Date: _____

Step #4-Obtain Approval by Financial Aid Office:

Verification of hours enrolled: _____ Dollar amount of tuition waiver: \$ _____

FA Representative Signature: _____ Date: _____

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Request for 2nd half of Employee Tuition/Fee Waiver Benefits

Submit this request to the Financial Aid Office only after completion of the course. Form must be submitted no later than two weeks after final grade is posted.
Late forms WILL NOT be processed.

Employee's Name: _____ CWID: _____
(Please Print)

Semester/Year of Request: _____

Step #5-Obtain Confirmation by Human Resources:

Eligible _____ Not Eligible _____

HR Representative Signature: _____ Date: _____

Step #6-Obtain Verification of Grade from Financial Aid Office

Information on Course(s)-Obtain from catalog or schedule

Course Title:	Prefix:	Course Number:	#Credit Hours

Total Credit Hours: _____

_____ I have completed the course(s) above with at least a 'C' grade. I now request that the second half of tuition and fees be waived.

_____ I am submitting this form on _____ which is no later than two weeks after my final grade has been posted.

Employee's Signature: _____ Date: _____

Financial Aid Grade Verification:
Representative Signature:
Date: