

# OSU-Oklahoma City

## Request for Adjunct Employee Tuition/Fee Waiver Benefits

*Note: Please read the Employee Training and Educational Assistance Policy. This policy allows waiver of 1/2 tuition and fees for up to 3 credit hours per 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.*

### **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.

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 2<sup>nd</sup> 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 Department Head's Approval**

Department Head'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: \_\_\_\_\_

# **OSU-Oklahoma City**

Request for 2<sup>nd</sup> half of Adjunct 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: