

## **Tuition Waiver Benefit Information Sheet**

OSU-Oklahoma City and its Board of Regents value learning for employees. Training and educational programs are designed to encourage employees to be lifelong learners and to inspire personal responsibility in professional growth. Training priorities will include job skills, communication, technology, safety and compliance with laws and regulations. Classes will also be offered to promote wellness and a healthy lifestyle. Resources for learning are made available through credit courses, external conferences/seminars, on-campus employee training sessions, Technical Education Center classes and through OSU-Stillwater's training program.

### **Tuition and Fee Waivers for Credit Courses at OSU-Oklahoma City Campus:**

With the approval of the department supervisor, a full-time continuous, benefit-eligible employee (FTE=30 hours per week) may receive a tuition and fee waiver (one-half) for a maximum of six (6) credit hours for the fall and spring semesters and a maximum of three (3) credit hours for the summer semester. New employees are eligible once they have completed the first 90-days of employment and have received an overall satisfactory performance evaluation.

The first-half of tuition and fees will be waived upon receipt and approval of the Employee Tuition Waiver Request form. Employees must follow regular enrollment procedures and must submit the request form to Financial Aid before the Monday after the add/drop of the semester enrolled to be considered.

An employee may also receive a waiver for the second-half of the tuition if the employee earns a grade of at least a C grade upon completion of the course. The second-half of tuition and fees will be waived upon the employee's request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The second-half tuition waiver is only applicable to OSU-Oklahoma City campus employees.

- **Taking Classes During Work Hours**

Only one (1) course may be taken during the normal hours of employment, upon the supervisor's approval. Approval will primarily depend on the affect the absence will have on the department's operations, considering factors such as time of day of class compared with peak hours of the department and adequate staffing to cover the absence. Schedule should be altered to encompass time away for class or annual leave used.

### **Procedures for Requesting Tuition and Fee Waivers:**

It is the responsibility of the employee to request a tuition/fee waiver by the designated deadline date. For first-half tuition/fee waiver, the deadline date for submission of the form will be prior to

the add/drop of the semester enrolled. The form will be routed for signatures and delivered to the Office of Financial Aid for entry of waiver on the student financial waiver system.

For second-half tuition/fee waiver, the request form must be submitted to the Office of Financial Aid for verification of the grade requirement and must be submitted no later than two weeks after the final grade has been posted.

**Tuition and Fee Waivers for Credit Courses at other OSU Campuses:**

OSU-Oklahoma City employees may also receive tuition and fee waivers from the Stillwater campus and other branch campuses. Since policies may vary on employee tuition waivers, please check the policy in effect at the time of your intended enrollment.