

# OSU-Oklahoma City

## Request for Employee Tuition/Fee Waiver Benefits OSU-System Employee (but not an OSU-OKC Employee)

*Note: Please read the Employee Training and Educational Assistance Policy. This policy allows waiver of ½ tuition and some 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.*

### **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.

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: \_\_\_\_\_