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

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Prefix:</th>
<th>Course Number:</th>
<th>#Credit Hours</th>
</tr>
</thead>
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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: __________
Request for 2\textsuperscript{nd} 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.

<table>
<thead>
<tr>
<th>Employee\textquotesingle{}s Name:</th>
<th>CWID:</th>
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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

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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\textquotesingle{}s Signature: __________________________ Date: __________

**Financial Aid Grade Verification:**

Representative Signature:

Date: