

TUITION FEE WAIVER REQUEST FORM

Submit page one of request form only. Retain page two for your reference.

*Note: If this Tuition Fee Waiver is only for the Employee, please print SELF in all spaces that request fee waiver recipient information. If this is for an employee's spouse, same-sex domestic partner or dependent child, please indicate his/her name and provide a Banner ID or social security number. A Banner ID or social security number is required for **all** recipients.*

Employee's Name: _____ Employee's Banner ID #: _____

Fee Waiver Recipient's Name (if not employee): _____

Fee Waiver Recipient's Banner ID # or Social Security #: _____

Fee Waiver Recipient's Relationship to Employee:

Self Dependent Biological/Adopted Child Dependent Step-Child Spouse Same-Sex Domestic Partner

Campus(es) Attending (check all that apply): Oxford Middletown Hamilton Voice of America*
(see back)

Semester/Academic Year for Requested Tuition Fee Waiver: _____
(Please note that this form must be completed once each Academic Year [Fall/Spring/Summer Semesters] in order to obtain and maintain Tuition Fee Waiver eligibility.)

Employee's Department/Office: _____ Phone: _____

I certify that the above information is true to the best of my knowledge. If I become ineligible at any time during the academic year, the fee waiver will be discontinued.

Employee Signature: _____ Date: _____

This section pertains to fee waiver requests for *dependent biological, adopted, or step-children.*

In order to prove dependency for dependent children, employee may either:

1. Attach to this form a front page copy of his/her most recent Federal Income Tax Return (which will list his/her legal dependents) **or**
2. Sign the Affidavit below and have it notarized.

In the event an employee chooses to submit the front page copy of his/her most recent Federal Income Tax Return, employee must sign above but is **not** required to have this document notarized.

AFFIDAVIT

Being duly sworn, I, the undersigned individual, state that all responses made in this Tuition Fee Waiver Request Form are true and accurate to the best of my knowledge and belief.

Employee Signature: _____

Sworn to and subscribed in my presence this _____ day of _____, 20__

Notary Public _____ State of Ohio, County of _____

My Commission Expires: _____

Please return this completed form (**page one only**) along with a front page copy of your most recent Federal Income Tax Return (when applicable) to: Human Resources – Benefit Services, 15 Roudebush Hall, Oxford, Ohio 45056

Important Notes

- *1) The Tuition Fee Waiver benefit will cover the amount of the graduate per credit hour instructional fee as published in the current edition of the Graduate Bulletin. The waiver is not applicable to special course fees.
- 2) Human Resources Benefits Services will determine Tuition Fee Waiver eligibility and send a notice to the Bursar's Office regarding employee and/or dependent/spouse/same-sex domestic partner's qualification for the Tuition Fee Waiver benefit. In the event that the employee or dependent/spouse/same-sex domestic partner does not qualify for the Tuition Fee Waiver benefit, Human Resources Benefits Services will contact the employee directly.
- 3) Please note that if an employee qualifies for the Tuition Fee Waiver benefit, it may alter the amount of financial aid dependent or spouse/same-sex domestic partner may receive. If approved for the Tuition Fee Waiver, contact The Office of Student Financial Assistance for more information about any changes the Tuition Fee Waiver benefit may make to the financial aid and scholarship awards. In keeping with federal law, "any documents, including any copies of state and federal income tax returns that are normally collected by the institution to verify information received from the student or other sources...must be forwarded to the financial aid office where procedures must be in place to ensure that any conflicting information is resolved and documented before the student receives any (or any additional) federal or state financial aid funds".

FREQUENTLY ASKED QUESTIONS

1. What is the Tuition Fee Waiver Benefit?

For eligible full-time employees, their spouses/same-sex domestic partners, natural born or adopted dependent children of the employee, and dependent step-children of the employee, the Tuition Fee Waiver Benefit is equal to 100% of the undergraduate or graduate instructional fee. The Tuition Fee Waiver Benefit for eligible part-time employees, their spouses/same-sex domestic partners, natural born or adopted dependent children of the employee, and dependent step-children of the employee, is equal to 50% of the undergraduate or graduate instructional fee. Additionally, 100% of the out-of-state tuition surcharge is waived for eligible participants. This waiver is not applicable to certain workshops, audited courses, summer study abroad programs, and special course fees. Participants are responsible for payment of application fees, registration fees, late fees, lab fees, the general fee, and miscellaneous student fees. The difference between the waiver and total fees charged is the responsibility of the participant.

2. What are the eligibility requirements for the Tuition Fee Waiver Benefit?

Full-time employees with an appointment of .80 FTE or greater, of at least nine (9) months duration, are immediately eligible for the benefit. The spouse/same-sex domestic partner, natural born or adopted dependent children and dependent step-children of the full-time employee are eligible after the employee has completed **three (3) continuous** years of full-time employment.

Part-time employees who have an appointment of at least .50 FTE, of at least nine (9) months duration, are eligible for one-half of the benefit after **five (5) continuous** years of part-time employment. The spouse/same-sex domestic partner, natural born or adopted dependent children and dependent step-children of the part-time employee are eligible after the employee has completed **ten (10) years of continuous** part-time employment.

Eligibility for dependent children includes the natural-born or adopted child of the employee, and the step-child of the employee who is claimed by the eligible employee as a dependent for federal income tax purposes.

3. What is the process to obtain a Tuition Fee Waiver?

In order to obtain a Tuition Fee Waiver, you must do the following:

- A) Complete and sign a TUITION FEE WAIVER REQUEST FORM (available on the web and at both The Human Resources Office and The Office of the Bursar)
- B) Either have the form notarized **or** attach to the signed completed form a copy of the official front page of your most recent Federal Income Tax filing (which will list the dependent(s) you claimed that tax year). This only needs to be done if the Waiver is for a dependent child or dependent step-child.
- C) Submit the appropriate document(s) to Human Resources – Benefit Services at 15 Roudebush Hall.
- D) Benefit Services will review your information and make a determination regarding your eligibility. Benefit Services will then notify the Office of the Bursar of your benefit eligibility. In the event you do not qualify for the benefit, you will receive a Determination Notice from Benefit Services stating your ineligibility.

4. How do I prove the dependency of the child so that I can obtain the Tuition Fee Waiver?

In order to prove dependency for dependent children, you may either attach to this form a front page copy of your most recent Federal Income Tax Return (which will list your legal dependents) or sign the form and have it notarized. In the event you choose to submit the front page copy of your most recent Federal Income Tax Return, you still must sign the form (but you do not have to have the form notarized.)

5. What if I disagree with the determination. Is there an Appeal Process?

If you disagree with your Tuition Fee Waiver benefit eligibility determination, you can submit a Request for Reconsideration justifying your reason for disagreement with the original determination to The Director of Benefit Services. All Requests for Reconsideration must be received within fourteen (14) days of the date of the Determination Notice.

6. Do I need to submit my entire most recent Federal Income Tax filing?

No, only the front page which lists your dependents. You can block-out the dollar amounts.

7. Do I have to complete the TUITION FEE WAIVER REQUEST FORM each semester?

No, only once per academic year (Fall/Spring/Summer).

8. What if my child is truly my dependent, I provide more than 50% of his/her support, but the other parent was awarded the right to claim my child on his/her taxes through an official court order?

This is a special circumstance which will be looked at on a case-by-case basis. You will not be automatically excluded from receiving the benefit for your child if the only reason you are unable to claim them as a dependent on your taxes is due to an official court order.

9. What if my spouse and I file our taxes as Married Filing Separate, and for tax purposes, my spouse declares our dependents on his/her taxes? Do I still qualify for the Tuition Fee Waiver?

Yes, you still qualify. You can either sign the Tuition Fee Waiver Request Form and have it notarized or sign the Tuition Fee Waiver Request Form and submit a front page copy of both your and your spouse's most recent Federal Income Tax Returns (which will list both of your legal dependents – your combined married dependents).