

TUITION WAIVER APPLICATION

This tuition waiver is for the **employee** of East Central University and **dependents (spouse and children)**.
This waiver is also for the retirees dependents of East Central University.

(This form may be copied.)

Name of student: _____ Student ID#: _____

(required)

Address: _____ Tel. No.: _____
(Street, City, State, Zip)

Employee name: _____ Employee ID#: _____

Name of department in which employee works: _____

A new application is required each semester. Check only one!

Spring

Summer

Fall

(Signature of Student)

(Date)

(Signature of Employee)

(Date)

Approved

Not Approved

Leslie Martin, Director of Human Resources

(Date)

Remarks: _____

Submit completed application to: Human Resources Office, Room 152A, East Central University, Ada, OK 74820. Note: If an individual terminates employment, the tuition waiver benefit will cease at the end of the semester in which employment was severed.

Information and Conditions:

- 1) Application deadline: The application is to be submitted by August 1. This application will remain valid for one academic year. Applicants not applying for the Fall semester should submit their completed applications at least ten days prior to the beginning of the term that the applicant plans to attend.
- 2) The applicant must be a child of a full-time employee of the University, a child of a vested retiree of the University, a full-time employee's spouse who is not a full-time employee of the University, or the child or spouse of an employee who has died while in the service of the University. An employee must have been hired prior to the beginning of a term for an applicant to receive a waiver for that term. (Vested means vested in the Oklahoma Teacher's Retirement System.)
- 3) A child, stepchild, or legal ward of an employee qualifies for this tuition waiver.
- 4) The applicant must be a qualified resident of Oklahoma as defined by the Oklahoma State Regents for Higher Education.
- 5) The waiver is for **tuition only and does not include any other fees.**
- 6) The waiver, if granted, does not apply to class auditing, workshops, non-credit courses or adult education.
- 7) The waiver will be limited to 15 hours per Fall or Spring term and 6 hours for a Summer term.
- 8) The University may require proof of eligibility of the applicant or the applicant's parent or guardian.
- 9) The availability of waivers for future semesters will depend on the circumstances at the time of granting such future waivers.
 - a. A student must meet the retention standards as outlined in the University Catalogs.
 - b. The University must have adequate funding to support the program.
- 10) The waiver program will be integrated with any other financial aid received from or through the University. Multiple awards may be granted, but in no case shall waivers exceed the number of hours in which a student is enrolled (i.e., waivers cannot generate a cash refund or credit to be applied to other charges or fees). Total aid cannot exceed estimated cost of attendance.
- 11) The waiver program will be terminated at the discretion of the University.
- 12) Fee waivers for graduate students are not tax-exempt under IRS Code Section 127 and will be added to the employee's W-2 income as required.