



Official Use Only  
Dependent \_\_\_\_\_ Employee \_\_\_\_\_

# Tuition Waiver Application

This tuition waiver is for **full time faculty and staff members** of East Central University and their **dependents**. This waiver is also for dependents of vested retirees of East Central University.

**Note: Due to recent revisions, please read the reverse side for *Information and Conditions* before completing waiver.**

### To be completed by student:

Name of student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Marital Status:  Single  Married  
(mm/dd/yyyy) (If married but legally separated check the single box)

Check applicable term. (A new application is required each semester/term.)

Fall 201 \_\_\_\_\_ Spring 201 \_\_\_\_\_ Summer 201 \_\_\_\_\_ Number of hours enrolled \_\_\_\_\_

\_\_\_\_\_  
(Signature of student) (Date)

### To be completed by employee:

Employee name: \_\_\_\_\_ ID#: \_\_\_\_\_

(Check One):  Faculty Member or  Staff Member

Relationship of student to employee: \_\_\_\_\_

Name of department in which employee works: \_\_\_\_\_

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If the employee is the student you do not need to complete this section.

**Can you legally claim this student as your dependent as defined by the IRS?**  YES  NO  
*See reverse side for IRS-approved guidelines to determine dependent status.*

\_\_\_\_\_  
(Signature of Employee) (Date)

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\_\_\_\_\_  
Employment Services Officer (Date)

Approved  Not Approved

\_\_\_\_\_  
Vice President or his/or Designee (Date)

Approved  Not Approved

Submit completed application to: the office of Employment Services, room 152A, in accordance with the application deadline as outlined in the attached *Information and Conditions*.

## **Information and Conditions**

### **Full Time Employee/Dependent Tuition Fee Waiver**

- 1) Application deadline: The application is to be submitted by August 1 for Fall semester, January 1 for Spring semester and May 1 for Summer term(s). Intercessions are included with the applicable semester. This application will remain valid for one semester/term only. Approval must be granted prior to the beginning of the semester. Late applications will not be considered. Exceptions will be granted to employees hired after the published deadlines.
- 2) Employee: The applicant must be a full-time employee of ECU and must have been hired prior to the beginning of a semester/term to receive a waiver for that semester/term. Courses taken must benefit both the institution and the employee. Employees are restricted to taking no more than six (6) semester hours during the regular work day and must make arrangements with their immediate supervisor to make up any work hours missed.
- 3) Dependent: The applicant must be a dependent of a full-time employee of the University, a dependent 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 dependent of an employee who has died while in the service of the University. (Vested means vested in the Oklahoma Teachers Retirement System.)
- 4) Eligibility of a dependent is based on the IRS-approved guidelines to determine dependent status. For general purposes ***“dependent” means individuals over half of whose support, for the calendar year in which the taxable year of the taxpayer begins, was received from the taxpayer. You must be allowed by the IRS to legally claim the “dependent” in the taxable year. Any exception to this requirement must be considered on an individual basis. The final determination will be made by the Vice President for Administration and Finance.***
- 5) The applicant must be a qualified resident of Oklahoma as defined by the Oklahoma State Regents for Higher Education.
- 6) The waiver is for tuition only and does not include books or fees.
- 7) The waiver does not apply to class auditing, workshops, non-credit courses or adult education.
- 8) The waiver is limited to 15 hours per Fall or Spring semester and six (6) hours for a Summer term.
- 9) Employees are restricted to taking no more than six (6) semester hours of traditional coursework during the regular work day and must make arrangements with their immediate supervisor to make up any hours missed. Employees also should secure permission from their immediate supervisor before registering for courses to be taken during the work day. Employees may take up to the maximum allowable hours (15) when courses are taken outside of the regular work day. ***Employees should understand that online classes may only be taken after the regular work day.***
- 10) The University may require initial documentation of proof regarding the relationship between the employee and applicant to determine whether the applicant meets eligibility guidelines and IRS definitions of dependent.
- 11) 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. A student on academic suspension is not eligible to receive a tuition waiver.
  - c. The University must have adequate funding to support the program.
- 12) Financial aid received by the student, except student loans, is applied to tuition costs prior to the application of a tuition waiver. Multiple awards may be granted, but in no case will 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. Applicants are encouraged to complete the FASFA to determine eligibility for federal assistance.
- 13) The waiver program can be terminated at the discretion of the University.
- 14) If an individual terminates employment the tuition waiver benefit will cease at the end of the semester in which employment ended.