



**East Central University  
TUITION WAIVER APPLICATION**

**When application has been completed by the student, return to the HR Office, Room 152A for verification of eligibility.**

This tuition waiver is for **full time faculty and staff members** of East Central University and eligible **dependents**. This waiver is also for **eligible retirees dependents** of East Central University. **This form may be copied.**

_____	_____
Name of Student	Student ID# (Required)
_____	_____
(Street, City, State, Zip Code)	Phone #
_____	_____
ECU Employee Name	Department
_____	_____
	Employee ID#

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

- Spring                       Summer                       Fall

\_\_\_\_\_  
Signature of Student                      Date

\_\_\_\_\_  
Signature of Employee                      Date

- 
- Eligible**
- Not Eligible**

\_\_\_\_\_  
Signature of HR Officer                      Date

**Information & Conditions:**

- 1) Application deadline: The application is to be submitted by **August 31 for Fall** semester, **January 31 for Spring** semester and **June 30 for Summer** semester. Intercessions are included with the applicable semester. This application will remain valid for one semester.
- 2) The applicant must be a dependent (child or spouse) of a full-time employee of the University, a dependent of a vested retiree of the University, or the dependent 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) Eligibility of a dependent is based on the IRS approved guidelines to determine dependent status. Any exception to this requirement must be considered on an individual basis. The final determination will be made by the employee's vice president.
- 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 books or 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 terms and 6 hours for a Summer term.
- 8) The University may require initial documentation of proof regarding the relationship between the employee and applicant to determine whether the applicant meets eligibility guidelines.
- 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. A student on academic suspension is not eligible to receive a tuition waiver.
  - c. The University must have adequate funding to support the program.
- 10) Waivers are applied to tuition costs prior to the application of financial aid received by the student, except student loans. 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) If an individual terminates employment, the tuition waiver benefit will cease at the end of the semester in which employment was separated.

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*Revised 03/31/2009*

*East Central University Human Resources Office*

*Room 152A*

*Ada, OK 74820*