



## Policy and Procedures Manual Application: All Full Time Personnel Section A1.8: Tuition Waiver Program

### A 1.8 TUITION WAIVER PROGRAM

All full-time University employees are eligible to participate in the Tuition Waiver Program. The waiver may be used by the employee, their spouse, and/or dependent(s).

#### **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.)

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.***

The waiver will only cover tuition, not fees or books, and is limited to fifteen (15) hours per semester and six (6) hours in the summer. Intersession courses are included with the semester. All standard East Central University admission requirements must be satisfied prior to entry into any class, and retention standards must be maintained in accordance with University catalog(s). Financial aid received by the student is applied to tuition costs prior to the application for the tuition waiver. Please contact the Employment Services Office for additional information and an application regarding the Tuition Waiver Program.