

Ohio Wesleyan University
Employee OWU Undergraduate Tuition Application for Benefit at OWU

Applicant's Name: _____ SS# _____ (if spouse or dependents)

Employee's Name: _____ Dept. _____

Employee's Date of Full Time Employment _____

Applicant's Relationship to employee: _____ Self _____ Spouse _____ Child

Definition of Children for purpose of this policy:

- Biological children – a one-time presentation of certified birth certificate bearing the name of both the child and the parent.
- Legally adopted children and stepchildren (In the case of adoption – a one- time presentation of official court documentation, substantiating legal adoption.)
- Court appointed dependents –official court documentation substantiating the employee's custody of the child must be presented at each registration to verify current custody of no less then dependent's high school years.

OWU Undergraduate Program - Semester(s) for which benefit is requested and anticipated number of courses for which the applicant will enroll. Please complete for the Entire Academic Year if appropriate.

Academic Year: _____

Class: Freshman _____ Sophomore _____ Junior _____ Senior _____

Courses Fall _____ #Courses Spring _____ #Courses Summer _____

Undergraduate Tuition Benefit Summary

- In order to be eligible to receive an OWU tuition benefit for qualified, undergraduate children or spouses, the employee must complete a tuition benefit application *and* have been employed by the University full-time for two (2) consecutive years. Employees must be full-time employees, and not considered part-time or temporary.
- An *Employee* is eligible to use the tuition benefit, if he/she has been employed by the University full time for at least 6 months, *and* must also have approval from his or her supervisor. The employee is limited to two (2) courses per semester. Employees must be full-time employees, and not considered part-time or temporary.
- The OWU tuition benefit covers the cost of tuition and does not cover any fees, off-campus programs or room and board fees. All general, special, off-campus program and room and board fees must be paid by the student or parent.
- Recipients of the OWU tuition benefit must meet the admissions standards of the University and must remain in good standing academically.
- Complete and return this form to the HUMAN RESOURCES Office in University Hall 003. For questions, please call x 3388 or e-mail hr@owu.edu.

A new form must be completed each ACADEMIC YEAR.

Employee Signature Date

Supervisor Approval (if tuition benefit is for employee) Date

Human Resources, Accounting, Registrar Office Use ONLY

Employee Date of Hire: _____

Signature - Human Resources

Date

Notes: