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 than 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

OWU Employee Undergraduate Tuition Benefit Application for OWU Program 11-2016   Updated 11/11/2016
Human Resources, Accounting, Registrar Office Use ONLY

Employee Date of Hire: ________________________________

________________________________________________________

Signature - Human Resources

Date

Notes: