

## *Tuition Assistance Program*

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*The Tuition Assistance Program for Dependents* pays a percentage of the fees for course work taken at Ohio State by your eligible spouse or dependent.

### *Eligibility of the employee begins upon:*

- employment for Tenured Faculty, Senior Administrative Officers, and Senior Administrative and Professional Staff (pay range 69 or above), or
- completion of 3 years of regular continuous service for all other faculty/staff members.
- appointment to an eligible position that is 50% FTE or greater.

*Eligible Dependents* - Spouse, natural-born or adopted children of the employee or spouse considered as the employee's dependents for federal income tax purposes; and/or foster children supported by and living with the employee for at least five years and considered as the employee's dependents for federal income tax purposes.

### *Program Highlights*

- The program pays for up to 50% of full-time Instructional and General fees only at the undergraduate level, regardless of the college of enrollment.
- Qualified eligible dependents may enroll in undergraduate, graduate or professional degree-granting programs.
- A credit will appear on the fee statement when your dependent enrolls for the quarter. Differences between the credit and the total fee charged are the responsibility of the participant.
- The benefit is limited to 12 quarters or 200 credit hours of enrollment per dependent.
- The dependent may not be covered as both an employee and as a dependent; nor as a dependent of more than one employee.
- The dependent may **not** receive aid from any educational grant, aid program, fellowship or scholarship which provides fee authorization and is administered by the university.
- The program will **not** pay for a course that is audited.
- A graduate level fee authorization may be subject to taxation. There is a clause within the Internal Revenue Code which if not reinstated each year, may make the amount of your graduate level fee authorization subject to taxation. To confirm how the university is handling this, please contact the Office of Human Resources at 292-2311.

**Application** — A separate application must be completed for each academic year. Applications are available from your departmental human resource contact. Form #53704 may be completed for the entire academic year, even if you are not sure which quarters your dependent will enroll for classes. The deadlines for submitting Applications are:

<b>1999-00 Academic Year</b>	<b>July 15</b>
<b>Autumn Quarter:</b>	<b>July 15</b>
<b>Winter Quarter:</b>	<b>November 1</b>
<b>Spring Quarter:</b>	<b>February 1</b>
<b>Summer Quarter:</b>	<b>April 15</b>

**The Tuition Assistance Program for Faculty and Staffs** available to those who hold regular appointments of 75% FTE or greater. You may begin using the program upon employment. There are no enrollment forms. Courses should be taken outside of normal working hours, but supervisors/managers are encouraged to use flexibility whenever possible. Course work must not interfere with completion of your job duties.

### **Program Highlights**

- The program pays for Instructional, General, and non-resident fees only. You are responsible for all other charges. The program **does not** pay for application fees, registration fees, late fees, lab fees, computer fees, the COTA bus fee, insurance, etc.
- The program will pay for up to 10 credit hours per quarter.
- You may enroll in undergraduate, graduate or professional degree-granting programs.
- Course(s) must be taken for credit at The Ohio State University.
- A credit will appear on the fee statement when you enroll in classes for the quarter.
- The program will not pay for audited courses.
- Courses must be completed for a passing grade. If you do not receive a passing grade, you will owe the total cost of the course to the Office of Fees and Deposits.
- Forfeiture charges for withdrawing from courses after the full refund period are your responsibility.
- You may not receive any other financial aid or scholarship.
- You must continue to work in an eligible position throughout the quarter for which fees are authorized.
- A graduate level fee authorization may be subject to taxation. There is a clause within the Internal Revenue Code which if not reinstated each year, may make the amount of your graduate level fee authorization subject to taxation. To confirm how the university is currently handling this, please contact the Office of Human Resources at (614)292-2311.