



OSU Employee Dependent Child Waiver Benefit

The benefit goes into effect beginning in the Fall 2017 term. This benefit will not be provided to any employee prior to this term.

Dependent Waiver:

- 100% undergraduate student resident tuition waiver
- Does not include fees and/or housing
- Waivers are not applied retroactively
- Waivers apply only to courses offered through OSU-Stillwater and OSU-Tulsa that are charged regular tuition and University-wide fee rates. Outreach exception courses (courses/sections with OUTE attribute) are excluded.
- NOC classes (remedial/developmental and general education) are not covered by this waiver
- Graduate courses are only covered for students whose primary matriculation is an undergraduate matriculation.
- Audit classes are not covered by waiver

Requirements for Parent: (Note –requirements must be met prior to the start of the term of the waiver.)

- Must have been employed without a break in service, within OSU Stillwater, OSU Tulsa or OSU Center for Health Sciences as a regular and continuous employee with a cumulative FTE of 0.75 for at least 2 years (2 academic years for faculty). Inclusive of OSU Cooperative Extension and OSU Experiment Station employees.
- Must be a full-time, regular and continuous employee at the time a dependent child receives the waiver benefit.
 - This includes General University, Agricultural Experiment Station, Cooperative Extension Service, Center for Veterinary Health Sciences, Board of Regents, Legal Counsel, Audits, OSU-Tulsa and OSU Center for Health Sciences.
 - For employees with split assignments on different participating campuses, the cost of the waiver will be apportioned based on the FTE of the parent as of the beginning of the semester.
 - Temporary employees are not benefit eligible and therefore do not qualify for the dependent child waiver.
 - Temporary titles include temporary staff and temporary faculty titles such as lecturer, research professional, visiting assistant professor, visiting associate professor, visiting professor, scholar, artist, or “professional” in residence, etc.

- Proof of dependent child:
 - Tax Return
 - Birth Certificate
 - Birth Certificate and Marriage License for a step child
 - Legal documentation indicating legal custody, guardianship, adoption or placement of adoption
- Human Resources is responsible for verifying each of the items above (see attached form).
 - Because dependency status and/or employment status could change from semester to semester, employment is verified at the beginning of each term by the Office of Human Resources.
 - Verification of student status is handled between the Office of Scholarships and Financial Aid and Human Resources prior to each semester.
 - Process:
 - An employee will be responsible for submitting an application and supporting documentation to Human Resources, who will then determine eligibility. Documentation may be provided to Human Resources via email to osu-benefits@okstate.edu or delivered directly to Human Resources. Documentation presented to HR will be scanned into the employee record.
 - Once Human Resources has determined employee eligibility, the Office of Scholarships and Financial Aid will verify student eligibility.
 - A student will not lose the award for the semester if the parent loses eligibility after the waiver has been paid. However, the student will not receive the award in future semesters.

Requirements for Student:

- Definition of eligible dependent child: (Note: eligibility must be met prior to the start of the applicable term)
 - Under the age of 26 as of the first day of the applicable term
 - May be married or unmarried
 - May have a separate residence from OSU employed parent
 - If the child lives out of state, residency is determined by Undergraduate Admissions. If a student does not qualify for in-state tuition, they are still eligible for the waiver but only the out-of-state tuition portion is waived. The student is responsible for the in-state portion of their tuition.
- Full-time (minimum of 12 hours) for the fall and spring terms
 - If students drop to part-time after drop and add ends, they still maintain their waiver for the semester.
 - Full-time status is not required for summer terms

- Primary matriculation must be an undergraduate matriculation
- Degree Seeking
- Deadlines for application to OSU are consistent with other deadlines for non-competitive institutional waivers:
 - Fall Semester: Must apply for admission to OSU by September 1 for the fall semester (e.g. applied by September 1, 2017, for Fall 2017 admission).
 - Spring Semester: Must apply for admission by the Friday prior to the beginning of spring classes.
 - Summer Term: Must apply for admission by the Friday prior to the first day of classes of the summer session the student will be attending.
- Must maintain a 2.0 overall GPA.
 - This is consistent with other institutional waivers.
- Cannot be in the Tuition Lock Program
- Unless a student has applied for and has been granted a deferment, he/she has 4 academic years of eligibility for the waiver.
- High School students taking classes concurrently through OSU are NOT eligible for the dependent waiver.

Administration of Dependent Waivers:

- Per Oklahoma State Regents for Higher Education policy, an OSU employee with a dependent who is undocumented is not eligible for this waiver.
- The dependent waiver can be combined with other institutional tuition waivers **not to exceed the amount of qualifying tuition charged.** This will include only the tuition portion of the block rate.
- For students who do not qualify for in-state residency, the dependent waiver can be combined with other institutional waivers **not to exceed the amount of the out-of-state portion of qualifying tuition charged** (the student is responsible for the in-state portion of tuition charges). This will include only the tuition portion of the block rate.
- Four year waiver – contingent on continued full-time employment of parent.
 - A student receives the award up to four academic years. These years must be consecutive unless a student has applied for and been granted a deferment.
 - Scholarship deferment forms can be found on the Office of Scholarships & Financial Aid [website](#).
 - Exceptions are granted to extend the waiver for an additional year for degree programs officially recognized by the university as 5-year programs. These include:
 - Architectural Engineering
 - Architecture
 - Landscape Architecture
 - Discontinued employment and timeframe of waiver termination are as follows:

- Separation: A student retains eligibility for participation through the final day of the current term attending
- Retirement: A student is eligible to complete their four year program if the parent retires after the student is accepted into the program. Children of retirees whose retirement predates the students' participation in the program are not eligible.
- Lay Off: Students are eligible to complete their four year program if the parent is separated due to layoff after the student begins participation in the program. In this case, the student will be allowed to complete his/her program. If the employee is separated from employment or resigns from employment, even during layoff status, his/her child will not meet eligibility requirements.
- Long Term Disability (LTD): Students are eligible to complete their four year program if the parent qualifies for LTD after the student is accepted into the program. Children of those on LTD whose date of acceptance predates the student's participation in the program are not eligible.
- Death: Children of employees whose date of death occurs while actively employed will retain eligibility for this program. For example, if the parent dies prior to the student filing for the program, the student will be eligible if all other employment and student program requirements are met.

- Offices responsible:
 - Office of Scholarships & Financial Aid administers the waiver program and verifies student requirements.
 - The Office of Human Resources verifies the employee/dependent information.