THE OHIO STATE UNIVERSITY

HUMAN RESOURCES

Dependent Tuition Assistance Benefits

Human Resources, HRConnection

- For eligible dependents of employees in an eligible appointment of at least 50% FTE
- Must hold an eligible appointment on the first day of the academic term to which the benefit applies
- The eligible dependents of the employee include a legal spouse and unmarried children
- 50% of General and Instructional fees for Undergraduate or Graduate courses
    - Up to $4,820 per semester
    - Up to a 75% benefit ($7,230 per semester) for a dependent of two eligible employees
- Limit: 8 total semesters or 140 credit hours
- Program enrollment is *required* each term
- Refer to hr.osu.edu/benefits for more information

Subject to taxation

- Graduate and Professional-Level tuition assistance benefits for all dependents

Not subject to taxation

- Undergraduate tuition assistance benefits an employee's legal spouse
- Undergraduate tuition assistance benefits for children who are able to be claimed as tax dependents

*If an employee's child is **not** eligible to be claimed as a tax dependent undergraduate tuition assistance benefits are subject to federal taxation

Dependent Tuition Assistance Enrollment Checklist

✓ Verify Dependent social security numbers are listed correctly in Workday and at Buckeyelink (Financial Aid)

✓ Apply online via workday or by submitting a paper Dependent Tuition Assistance Application by the application deadline

✓ Dependents should review their fee statement to verify the benefit has been applied

✓ If both parents are eligible employees, each parent must complete and submit the application for the term for each dependent. Taxation of the benefit will be determined per term by the parent submitting enrollment first

Dependent Tuition Information Page	Job Aid- Workday Tuition Assistance Enrollment	Dependent Tuition Assistance Form
The Dependent Tuition Assistance Plan pays a portion of the instructional and general fees for an eligible employee's eligible dependents who take courses at Ohio State. **https://go.osu.edu/dtabenefit**	This job aid outlines the steps to enroll an employee and/or their dependent in a Tuition Assistance Plan for a given semester. (*Login Required*) **https://go.osu.edu/workday-job-aid-tuition**	Dependent Tuition Assistance Application Form Must be used by Ohio State University Retirees **https://go.osu.edu/dtabenefit-form**