

Refer to the Faculty & Staff Tuition Assistance Plan at hr.osu.edu/benefits/tuition-assistance/faculty-staff for plan details. Following processing of this application, a tuition credit will appear on the student's statement of account before the term begins.

SECTION 1: PERSONAL INFORMATION

Employee's Full Name: First M.I. Last OSU Employee ID# (required)

Daytime Phone Number Email Address

SECTION 2: ENROLLMENT INFORMATION

Application must be submitted by the first Friday of the new term (application deadline calendar available at hr.osu.edu/benefits/tuition-assistance/faculty-staff). Submission is required each term.

I am enrolling for the following term: _____ (Ex. Autumn '23). Separate applications required for each term.

SECTION 3: CERTIFICATION

I have had the opportunity to review The Ohio State University benefit plan documents, programs, and policies regarding tuition assistance at hr.osu.edu/benefits.

I certify that the information I have provided in this application process is complete and correct.

I understand that falsification of enrollment information, an intentional misrepresentation of a material fact or fraud may subject me to termination of benefits (in some cases, retroactively) and/or disciplinary action up to and including termination of employment.

I understand and agree that implementation of my elections may be contingent on the university's approval of consistency with plan terms and IRS rules and, if requested, submission of supporting documentation.

I understand it is my responsibility to pay the full amount of tuition assistance in the event I am not eligible under Educational Assistance Plan and guidelines at hr.osu.edu/benefits/tuition-assistance/faculty-staff.

I understand and agree that if tuition assistance is taxable under IRS rules, I am responsible for the tax liability.

I acknowledge that availability of benefits is based on plan terms and subject to future changes. By enrolling, I am agreeing to all of the terms of Educational Assistance Plan.

Employee's Signature

Date

For additional information or to submit your form electronically, contact HR Connection at hrconnection.osu.edu, (614)247-myHR (6947) or HRConnection@osu.edu.
Representatives are available Monday-Friday, 8 a.m. – 5 p.m.

If you print a hard copy, return completed form to:
The Ohio State University, Office of Human Resources, Benefits Processing,
1590 North High Street, Suite 300, Columbus, OH 43201-2190, or fax to: **614-292-7813**.