

Active eligible faculty and staff may apply online via workday.osu.edu. Select “Benefits” then “Change Benefits” to find “Faculty and Staff Tuition Assistance Enrollment” from the drop down menu. Refer to the Faculty & Staff Tuition Assistance Plan at hr.osu.edu/benefits/tuition-assistance/faculty-staff. 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 ’21). 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**.