

Non-Employee Dependent Tuition Assistance Application

A separate form must be completed each term for each dependent. Refer to the Non-Employee Tuition Assistance Program at hr.osu.edu/benefits/tuition-assistance/non-employee. Dependents must have their social security number (SSN) on file within Buckeye Link before this dependent tuition assistance application can be processed. To add a Social Security number, use the change of record form on the **Registrar's website**. Following processing of this application, a tuition credit will appear on the student's statement of account before the term begins, unless the maximum benefit has been used.

SECTION 1: PERSONAL INFORMATION

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

Daytime Phone Number Email Address Social Security Number (required)

SECTION 2: DEPENDENT INFORMATION

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

I am enrolling my dependent for the following term: _____ (Ex. Autumn '20). Separate applications required for each term.

Dependent's Full Name: First M.I. Last Date of Birth

Social Security Number (required) OSU student ID# (8-9 digits) Gender: Male / Female

Dependent's Relationship to Applicant (Please check only one option below — based on eligibility requirements defined in the Dependent Tuition Assistance Plan document):

☐ Spouse ☐ Dependent child

SECTION 3: CERTIFICATION

I provide this information to be used by the university for the sole purpose of determining the eligibility of the above dependent for tuition assistance. This information will be used solely for the administration of these benefits and filed within the Office of Human Resources. I understand that availability of these benefits is based on eligibility requirements and subject to any future changes in plan provisions.

I certify that my signature serves as confirmation that the eligibility criteria outlined in the Dependent Tuition Assistance Plan (hr.osu.edu/benefits/dependent-tuition-assistance) have been met.

I have read and understand the Non-Employee Tuition Assistance Plan (hr.osu.edu/wp-content/uploads/tuition-assistance-non-employee.pdf). I am aware that Non-Employee tuition assistance is currently subject to taxation. Under penalties of perjury, I declare that the above information is true, correct and complete. I acknowledge responsibility to pay the full amount of tuition assistance in the event that neither myself nor my dependent are eligible for tuition assistance.

Applicant'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**.