

Refer to the Non-Employee Tuition Assistance Program at hr.osu.edu/benefits/tuition-assistance/non-employee. 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

Applicant's Full Name: First	M.I.	Last	OSU Employee ID# (required)
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Daytime Phone Number	Email Address	Social Security Number (required)	
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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/non-employee). 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 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).

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 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 is currently subject to taxation. Under penalties of perjury, I declare the above information is true, correct and complete. I acknowledge responsibility to pay the full amount of tuition assistance in the event that I am not eligible under Educational Assistance Plan and guidelines at hr.osu.edu/benefits/tuition-assistance/non-employee.

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 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.

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**.