

### SECTION 1: FACULTY AND STAFF TUITION ASSISTANCE PLAN

The Faculty and Staff Tuition Assistance Plan allows an active employee to apply for a one-time forgiveness of instructional and general fees for the specified semester. All additional fees are the responsibility of the employee.

Complete all of the fields below and submit this application to the Office of Human Resources for consideration. You will be notified if your One-Time Forgiveness application is approved by the Office of Human Resources, allow 7-10 business days for processing.

### SECTION 2: EMPLOYEE INFORMATION

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

Email Address Daytime Phone Number

### SECTION 3: CERTIFICATION

I hereby apply for a One-Time-Forgiveness Benefit as available under the Faculty and Staff Tuition Assistance Plan for one semester as indicated below. I understand that in order to apply for the One-Time Forgiveness, I must have been eligible for the Faculty and Staff Tuition Assistance Plan as of the first day of the specified semester. The One-Time Forgiveness cannot be used to forgive the tuition and fees incurred due to end of university employment.

**Autumn** \_\_\_\_\_ (Year)       **Spring** \_\_\_\_\_ (Year)

**Summer** \_\_\_\_\_ (Year)

I certify that I have read the Faculty and Staff Tuition Assistance Plan and understand that this is a one-time-only benefit and that any future fees will be solely my responsibility.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Return completed form to:** The Ohio State University, Office of Human Resources, Tuition Assistance,  
1590 North High Street, Suite 300, Columbus, OH 43201-2190; Fax: **614-292-7813**; Email: [hr@osu.edu](mailto:hr@osu.edu)