

SECTION 1: FACULTY AND STAFF TUITION ASSISTANCE PROGRAM

The policy for the Faculty and Staff Tuition Assistance Program states that you are responsible for all fees if you do not meet the following criteria for the duration of the semester in which you enrolled for classes:

- Hold a 75% FTE eligible appointment
- Receive a passing grade
- Withdraw from classes during the 100% refund period

You have indicated you wish to apply for the One-Time-Forgiveness Benefit because you have not met one of the above guidelines. This benefit will forgive your fees for only one semester. Once this request has been processed, any future fees that appear on your student account will be your responsibility.

Please print out and complete the below form, sign and date it and return by mail, fax or in person to OHR Customer Service. Before returning the form, please be certain that the fees have already posted to your student account. After returning the completed form, allow 7-10 business days for processing.

SECTION 2: EMPLOYEE INFORMATION

Employee's Full Name: First	M.I.	Last	OSU Employee ID#
Email Address	Social Security Number	Daytime Phone Number	

SECTION 3: CERTIFICATION

I hereby apply for a One-Time-Forgiveness Benefit as available under the Faculty and Staff Tuition Assistance Program for one semester:

Autumn _____ (Year) **Spring** _____ (Year)

Summer _____ (Year)

I certify that I have read the guidelines of the program 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: service@hr.osu.edu