Faculty and Staff Tuition Assistance Plan
Effective January 1, 2020 and Amended March 24, 2020

The Ohio State University offers the Faculty and Staff Tuition Assistance Plan (Plan) to eligible faculty and staff. The Plan pays the instructional, general and non-Ohio resident fees (up to 10 hours per term, not to exceed $9,640 per term1) when an eligible employee enrolls in classes at Ohio State.

Eligibility

To participate in the Plan, an individual must hold an eligible appointment. “Eligible appointment” means (1) a regular or term appointment of Faculty, Unclassified Staff, Classified Civil Service Staff, Associated Faculty, Visiting Faculty or Clinical Instructor House Staff and (2) such appointment is at least 75% full-time equivalent (FTE).

There is no waiting period under the Plan for individuals who hold an eligible appointment. However:

- You must be employed in an eligible appointment on the first day of the academic term for which the benefit is applied.
- You must continue to work in an eligible appointment throughout the entire academic term. For purposes of this Plan, (1) the last day of the academic term for Spring 2020 is May 3, 2020 and (2) the last day of any other academic term is the day of the commencement ceremony for that academic term.
- Except as otherwise provided in the “Change in Employment Status” section below, if your employment terminates for any reason before the last day of the applicable academic term, you will be responsible for the full tuition amount. Refer to “Change in Employment Status” below.

Enrollment

To participate in the Plan, you must first be admitted to the university through either the Admissions Office or the Office of Distance Education and eLearning. You may enroll in undergraduate, graduate, or professional degree-granting programs upon meeting the university’s admission requirements.

You are not required to complete an application to receive the tuition assistance benefit under the Plan. After the Office of the University Bursar verifies your eligibility information, the tuition assistance benefit will reflect as a credit against the eligible fees assessed for that academic term on your fee statement.

Benefit Details

- The Plan pays for Instructional, General, and non-Ohio resident fees only, for up to 10 (ten) hours per term not to exceed $9,640 per term.1
- The Plan does not pay for any other fees or expenses, including, but not limited to, application fees, registration fees, late fees, lab fees, computer fees, student activity fees, recreational sports fees, COTA bus fees, insurance, or books.
- You are responsible for the difference between the tuition assistance benefit provided under the Plan and the total fees associated with taking courses at Ohio State.

1 These maximum benefit amounts are subject to change.
• If you receive financial aid through the university, the amount of tuition assistance benefits provided by the university under the Plan will be reduced so the combined total of financial aid and tuition assistance does not exceed the total instructional, general and non-Ohio resident tuition for the academic term.

• To participate in the Plan, you must adhere to the requirements, rules, and policies pertaining to Ohio State students such as registering for classes, paying fees, and withdrawing from classes by the applicable deadlines.

**Failure to meet any terms and conditions of this Plan will require payment by you to the Office of the University Bursar for all costs, including instructional, general and non-Ohio resident fees, associated with course enrollment.**

**Fee Adjustments**

You may incur fee adjustments (which also may be referred to as forfeiture charges) if you withdraw from any course(s). The Plan will pay the fee adjustments for one academic term while you are actively employed with the university. A completed One-Time-Forgiveness Benefit Application and approval from the Office of Human Resources is required for the Plan to pay such fee adjustments. After utilizing this one-time waiver of fee adjustments, any future fee adjustments will be your responsibility. This waiver does not apply to any tax liability resulting from the fee adjustments.

**Scheduling of Courses**

Employees may enroll in day and/or evening courses. Scheduled class time and course work must not interfere with the performance of job duties and responsibilities; however, supervisors/managers are encouraged to allow flexible schedules when possible.

If you desire to take courses during your normally scheduled work hours, you should discuss the possibility of a modified schedule with your manager. A modified work schedule should accommodate your course schedule and still allow you to meet the expectations of your job. The agreed upon schedule should be documented with the Request for Course Enrollment during Regularly Scheduled Work Hours form. A copy of the completed form should be maintained in your personnel file in your department.

**Taxation of Tuition Assistance Benefits**

The university does not provide individual tax advice to participants in the Plan; however, general information regarding the federal tax treatment of benefits under the Plan is summarized below. Individuals with questions about the tax treatment of benefits provided under the Plan should contact their personal tax consultant or advisor. Additional information regarding educational assistance programs in general is available in IRS Publication 970, which is available at www.irs.gov/pub/irs-pdf/p970.pdf. **Plan participants are fully responsible for any tax liability resulting from benefits provided under the Plan.**

Undergraduate-level tuition assistance benefits are exempt from federal taxation. Graduate-level and professional-level tuition assistance benefits that do not exceed $5,250 in a calendar year are also exempt from federal taxation.

If graduate-level or professional-level tuition assistance benefits exceed $5,250 in a calendar year, the amount in excess of $5,250 is generally subject to taxation.
Tax withholding for income imputed to an employee as a result of any tuition assistance benefit received under the Plan is based on the employee's current Form W-4 on record at the time such amount is treated as taxable income. Your Form W-4 can be accessed through Employee Self Service or at http://eprofile.osu.edu. An email notice will be sent to employees prior to the first pay from which taxes will be withheld, stating the specific pay periods affected and the amount that will be treated as taxable income.

**Change in Employment Status**

If you retire from the university and qualify to receive post-retirement university benefits (as described in Preparing to Retire) or if you incur a reduction in force that results in either a termination of employment or a reduction in your appointment to less than 75% FTE, you will continue to be eligible to participate in the Plan for the remainder of the academic term in which such change in employment status occurs.

In the event of any other change in employment status that impacts your eligibility, the tuition assistance benefit under this Plan will cease immediately, and you will be responsible for paying the full tuition for the academic term in which such change occurs. The tuition will automatically become due and will be reflected on your fee statement. Your fee statement is viewable through Buckeye Link.

**For More Information**

If you have additional questions, please contact the following for more information:

- Office of Distance Education and eLearning at 614-292-8860 or odee.osu.edu/extended-education
- Graduate and Professional Admissions at gpadmissions@osu.edu or gpadmissions.osu.edu
- Office of Human Resources Customer Service Center (see below).
- Payroll Services for general information regarding the tax treatment of tuition assistance benefits, 614-292-2311 or busfin.osu.edu/buy-schedule-travel/payroll-services/tax-information
- Undergraduate Admissions at 614-292-3980, askabuckeye@osu.edu, or undergrad.osu.edu
- Buckeye Link at 614-292-0300 or buckeyelink@osu.edu or buckeyelink.osu.edu