



# Employee Dependent Child Waiver Benefit

The benefit goes into effect beginning in the Summer 2025 term. This benefit will not be provided retroactively to any employee prior to the Summer 2025 term. This information was developed for the convenience of OSUIT employees. It is a brief interpretation of more detailed and complex materials. OSUIT continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

## DEPENDENT WAIVER

- 50% of undergraduate student resident tuition waiver
- Can be applied to a maximum of 6 credit hours per semester
- Does not include fees and/or housing
- Waivers are not applied retroactively
- Waivers apply only to courses offered through OSUIT

## REQUIREMENTS FOR PARENT<sup>1</sup>

- Must be at least a .75 FTE, regular and continuous employee at the time a dependent child receives the waiver benefit

## PROOF OF DEPENDENT CHILD:

- Tax return
- Birth certificate
- Birth certificate and marriage license for a stepchild
- Legal documentation indicating legal custody, guardianship, adoption, or placement of adoption

## HUMAN RESOURCES

- Human Resources is responsible for verifying each of the items above.
- Because dependency status and/or employment status could change from semester to semester, employment is verified at the beginning of each term by Human Resources
- Verification of student status is handled between the Office of Scholarships and Financial Aid and Human Resources prior to each semester

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<sup>1</sup> Requirements must be met prior to the start of the term of the waiver

## PROCESS

- An employee will be responsible for completing the Employee Dependent Child Waiver form and providing it, and supporting documentation, to Human Resources
- Human Resources will then determine eligibility
- Once Human Resources has determined employee eligibility, the Office of Scholarships and Financial Aid will verify student eligibility
- A student will not lose the award for the semester if the parent loses eligibility after the waiver has been paid. However, the student will not receive the award in future semesters.

## REQUIREMENTS FOR STUDENT

- Any employee .75 FTE and above is not eligible to receive the employee dependent waiver as a student
- Definition of eligible dependent child<sup>2</sup>
  - Under the age of 26 as of the first day of the applicable term
  - May be married or unmarried
  - May have a separate residence from OSUIT employed parent
    - If the child lives out of state, residency is determined by Undergraduate Admissions. If a student does not qualify for in-state tuition, they are still eligible for the waiver but only the out-of-state tuition portion is waived. The student is responsible for the in-state portion of their tuition.
- Degree Seeking
- Deadlines for application to OSUIT are consistent with other deadlines for noncompetitive institutional waivers
  - Fall semester: Must apply for admission to OSUIT by the Friday prior to the first day of fall classes.
  - Spring semester: Must apply for admission to OSUIT by the Friday prior to the first day of spring classes.
  - Summer term: Must apply for admission to OSUIT by the Friday prior to the first day of summer classes.
- Must maintain a 2.0 overall GPA.
  - This is consistent with other institutional waivers.
- Unless a student has applied for and has been granted a deferment, he/she has 5 academic years of eligibility for the waiver.
- High School students taking classes concurrently through OSUIT are NOT eligible for the dependent waiver.

## ADMINISTRATION OF DEPENDENT WAIVERS

- Per Oklahoma State Regents for Higher Education policy, an OSUIT employee with a dependent who is undocumented is not eligible for this waiver.

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<sup>2</sup> Eligibility must be met prior to the start of the applicable term

- The dependent waiver can be combined with other institutional tuition waivers not to exceed the amount of qualifying tuition charged.
- For students who do not qualify for in-state residency, the dependent waiver can be combined with other institutional waivers not to exceed the amount of the out-of-state portion of qualifying tuition charged (the student is responsible for the in-state portion of tuition charges).
- This will include only the tuition portion of the block rate.
- A student receives the award up to five academic years. These years must be consecutive.
- Discontinued employment and timeframe of waiver termination are as follows:
  - Separation: A student retains eligibility for participation through the final day of the current term attending.
  - Retirement: A student is eligible to complete their five-year program if the parent retires after the student is accepted into the program. Children of retirees whose retirement predates the students' participation in the program are not eligible.
  - Lay Off: Students are eligible to complete their five-year program if the parent is separated due to layoff after the student begins participation in the program. In this case, the student will be allowed to complete his/her program. If the employee is separated from employment or resigns from employment, even during layoff status, his/her child will not meet eligibility requirements.
  - Long Term Disability (LTD): Students are eligible to complete their five-year program if the parent qualifies for LTD after the student is accepted into the program. Children of those on LTD whose date of acceptance predates the student's participation in the program are not eligible.
  - Death: Children of employees whose date of death occurs while actively employed will retain eligibility for this program. For example, if the parent dies prior to the student filing for the program, the student will be eligible if all other employment and student program requirements are met.
- Offices responsible:
  - Office of Scholarships & Financial Aid administers the waiver program and verifies student requirements.
  - Human Resources verifies the employee/dependent information.