

# 2009-2010 Employee Educational Benefits Request Form



# OHIO UNIVERSITY

See Page 2 for Instructions - Incomplete Information Will Delay the Process

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*Last, First, M.I.*

Employee #: \_\_\_\_\_ Student PID#: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_

## EMPLOYMENT STATUS:

Employee is: Check all that apply

- |  |   |                        |
|--|---|------------------------|
| <input type="checkbox"/> Administrative Staff        | <input type="checkbox"/> Full Time                    | Campus Employed: _____ |
| <input type="checkbox"/> Classified (Non-Bargaining) | <input type="checkbox"/> Part Time                    |                        |
| <input type="checkbox"/> Classified (Bargaining)     | <input type="checkbox"/> Contract Group II FTE: _____ |                        |
| <input type="checkbox"/> Faculty                     | <input type="checkbox"/> Retired                      |                        |
|  | <input type="checkbox"/> Approved Leave               |                        |

## ENROLLMENT INFORMATION:

Quarter Enrolled: \_\_\_\_\_ Campus Enrolled: \_\_\_\_\_

Graduate  Undergraduate Ohio Resident?  Yes  No

*Course Title(s)	Meeting Time/ Days	Credit Hours
_____	_____	_____
_____	_____	_____
Total Credit Hours:		_____

\*Certain programs are not eligible for educational benefits, see *Information Regarding the Educational Benefits Program* on the following page for more details.

Employee's Signature: \_\_\_\_\_

## THIS SECTION IS TO BE COMPLETED BY THE Department Head/ Budget Unit Manager

The above employee is required to make up time away from the job:  Yes  No

The above employee is granted permission to be a full-time student:  Yes  No

The coursework is a requirement of the employee's position and in addition to the applicable instructional fees (which are covered by the University) the general fees should be charged to the departmental account number listed below.  Yes\*  No

\*If "YES" provide an explanation (in the space below) of how this course work relates to the minimum education, training, experience or skill required for this employee's position and the department account number to be billed for the general fee:

Department Account Number: \_\_\_\_\_  
*Fund Type Fund Organization Natural Account Project*

Department Head/  
Budget Unit Manager Signature: \_\_\_\_\_  
Typed or Printed Name: \_\_\_\_\_

## Instructions for completing the Employee Educational Benefits Request Form:

- 1) Complete top section of form thoroughly, incomplete information will delay the process.
  - 2) Receive approval from Department Head or Budget Unit Manager by having them complete the bottom section of the form. \*NOTE: The first three questions pertain to all employees & must be checked yes or no & a signature must be provided.
- Submit the request form through campus mail to: Educational Benefits, UHR, Human Resources & Training Center.
  - Turn this form in as early as possible, preferably during the pre-registration period of the quarter you plan to attend. If you do not pre-register please return the form to us as soon as you register. Early receipt of the form can ensure correct billing.
  - If you receive a bill for the incorrect amount you may contact our office to find out the amount of educational benefits that was applied to your account. It is your responsibility to have any amount owed paid by the due date printed on your bill. Failure to do so could result in the cancellation of your registration or you could be charged a **\$100 Late Fee**.
  - As a student taking classes it is your responsibility to pay or waive the following:  
**Student Legal Fee**, The **Health Insurance Fee** and/or the **WellBeing Plan Fee**.  
To waive these fees complete the appropriate sections on your tuition bill or request waiver cards at the Bursar's Window in Chubb Hall.
  - If you are taking a course through Independent & Distance Learning or being billed by the Without Boundaries Department please make note of this & include a copy of your bill with the request form.

## Information Regarding the Educational Benefits Program

- Full-time Permanent & Provisional Classified Employees and Full-time Faculty and Administrators receive Educational Benefits for the instructional fees & non-residency fees (when applicable).
- Part-time Permanent & Provisional Classified Employees are eligible for 50% of the instructional fees waived and 50% of the non-residency fees (when applicable) waived.
- Part-time, benefit-eligible Faculty & Administrators receive pro-rated benefits based on their Full-Time-Equivalency (FTE). Complete (100%) waivers are subject to the approval of your supervisor or appropriate department head.
- Complete tuition waivers are granted for coursework that is a requirement of the employee's current position. Required course work would be that which is related to the minimum education, training, experience or skill required for the employee's position. Individual department budgets will be charged for the general fee portion of complete waivers.
- Educational benefits forms must be completed on a quarterly basis.
- Please review [Policy 40.015](#) or call the number listed below for any questions.
- Employees are permitted to take up to ten undergraduate hours or eight graduate hours per quarter.
- Full-time employees wishing to take more than this need permission from the employees' supervisor.
- Special Course Fees, Technology Fees, Lab Fees, OPIE courses and fees for audited courses are not covered under the Educational Benefits Program.
- Certain programs noted on the following site are **not eligible for educational benefits**. Visit <http://online.ohio.edu/partnerprograms.htm> for more information.
- Currently there are three graduate programs that have higher fees than that of a regular graduate program. (The College of Osteopathic Medicine, The Professional MBA Program & Masters of Athletics Administration). Participants in these programs should be aware that their Educational Benefits would be limited to that of a regular graduate program. If you have specific questions regarding the amounts covered for these programs contact UHR.
- Educational programs offered through community and professional programs are not eligible for Ohio University Employee tuition benefits.

**To verify the application of credit to your account visit the following website:**

<http://www.ohio.edu/finance/bursar/eAccount.cfm>

Please return this form and direct questions to:

Ohio University Human Resources  
Attn: Educational Benefits  
Human Resources & Training Center  
169 West Union Street, Athens, OH 45701  
(740) 593-1636

<http://www.ohio.edu/hr/benefits/educational/index.cfm>