



Tuition Remission Program

At OCU, our passion for educating does not end with our students. We are also committed to creating and supporting educational opportunities for employees and their immediate family members to encourage personal enrichment and professional growth. OCU proudly offers an educational assistance program providing tuition remission for courses taken at OCU for eligible employees as well as qualifying spouses and dependent children.

Program Details

Eligibility

If you are an employee and have completed four months of continuous, satisfactory service at the university, you and your qualifying dependents (spouse and/or children) are eligible to participate in the tuition remission program. Retirees of the institution are also eligible to continue participation in the program.

Eligible employees and qualifying dependents must adhere to standard admissions processes including application for, admission to, and enrollment in academic programs and courses. It is expected that all tuition remission program participants will maintain the academic standards required of the degree and/or educational program as well as comply with all student rules and regulations.

Employee

The following categories of employees are eligible for tuition remission benefits. Please refer to the table in the section *What Tuition Remission Covers* for details about the level of benefit coverage per employment category.

- **Regular full-time***: This category includes all regular full-time staff members (working at least 30 hours per week 9 months per year) and all regular faculty members (9 or 12 month appointments).
- **Regular part-time***: This category includes employees in a non-temporary, regular part-time position scheduled to work at least 20 hours per week.
- **Adjunct faculty**: This category includes adjunct faculty (those hired on a course-by-course basis). Adjunct faculty eligibility is dependent upon appointment status.
- **Retired employee**: Retirees of the institution are eligible to continue participation in the program. To meet the university's definition of a retiree, you must be a benefits eligible full-time employee of at least 55 years of age and with at least ten years of continuous full-time OCU employment and the combination of age and years of continuous service must equal at *least 70*.

- **Other employees:** Temporary employees, student employees, and any other employment categories are ineligible to participate in the program.

**Grant funded employees are ineligible for Tuition Remission*

Dependent Children

Qualifying dependent children are those whom you claim as dependents on your federal income tax return during the years in which they are enrolled at OCU. Dependent children may include your biological child, adopted child, stepchild, foster child, or a child over which you have legal guardianship. The first page of the employee's recent tax return listing the child as a dependent must be submitted with the Tuition Remission form to verify eligibility. Please redact sensitive information on the return. If you do not claim your child as a dependent each year on your tax return, please contact Human Resources.

A child of a domestic may be considered a dependent if listed on the tax return of the domestic partner and a current domestic partnership affidavit is on file in Human Resources.

Spouse/Domestic Partner

A spouse is a person to whom you are legally married. The employee's most recent tax return listing the spouse must be submitted with the Tuition Remission form to confirm eligibility.

Tuition Remission may cover a domestic partner if a current domestic partnership affidavit is on file with Human Resources.

What Tuition Remission Covers

The Tuition Remission Program covers undergraduate, graduate, and professional degree program tuition for the employee and qualifying dependents. The university fee is waived for the employee receiving tuition remission only. The level and amount of tuition remission benefit that may be applied for an employee and/or dependent(s) is determined by employee category, employee length of service, class level, dependent relationship to the employee, and degree program.

The Tuition Remission Program does not cover the following educational expenses:

- University fee for spouses and dependents
- Fees specific to a course, such as labs or applied music classes
- Admission application fee
- Books, materials, housing, meal plans, etc.
- Continuing education courses, workshops, etc.
- Non-credit courses*
- Individual music, Performing Arts Academy, Community Dance School classes
- Elective independent study courses

*Tuition remission covers students who are non-degree seeking as well as those wishing to audit courses.

Please refer to the chart below for information regarding levels of benefit coverage.

Class Level	Employee/Student Category		Tuition Covered	
Undergraduate Coursework	Employee/Retiree	Full-time benefit eligible employee	100%	
		Regular part-time employee	50%	
		Adjunct faculty	20%	
	Spouse, Child(ren)	of a full-time benefit eligible employee	100%	
		of a regular part-time employee	50%	
		of an adjunct faculty	20%	
Master's Coursework	Employee/Retiree	Full-time benefit eligible employee	First 3 years of employment 75%	3 years + of employment 100%
		Regular Part-time employee	75%	
		Adjunct Faculty	20%	
	Spouse, Child(ren)	of a Full-time benefit eligible employee	75%	
		of a Regular Part-time employee	50%	
		of an Adjunct Faculty	20%	
Law, PhD, DNP, PA, NP, DPT or St. Paul's Coursework	Employee/Retiree	Full-time benefit eligible employee	50%	
		Regular Part-time employee	25%	
		Adjunct Faculty	10%	
	Spouse, Child(ren)	of a Full-time benefit eligible employee	50%	
		of a Regular Part-time employee	25%	
		of an Adjunct Faculty	10%	

Applying for Tuition Remission

Before an employee may apply for tuition remission, the student (employee/spouse/dependent) must go through the standard admissions process. It is recommended that students apply for admission several weeks prior to the relevant tuition remission application deadline.

Once the student is admitted and enrolled, the employee should apply for tuition remission. The application and proof of dependent status (if required; first page of the most recent tax return including the dependent with financial information redacted) must be submitted to Human Resources at least 15 business days before the first day of classes in order to receive the benefit. Late applications will result in a denial of the benefit.

A new tuition remission form must be completed and returned to Human Resources by stated deadlines for each academic year in which the benefit is to be applied. The academic year starts with the summer term. Visit the Human Resources SharePoint page for the current [Tuition Remission Form](#).

More Information

Credit Hours Allowed by the Program Tuition remission covers up to six credit hours per semester for the employee. Additional credit hours must be paid by the student, but should be reported on the tuition remission form.

Tuition remission covers an unlimited number of credit hours per semester for a qualifying spouse and/or dependent.

Semesters and Parts of Term The university has three terms during which tuition remission may be applied: fall, spring and summer. The fall and summer terms include parts of term for accelerated courses. The summer term includes three parts of term: Maymester, Summer I and Summer II. For the purposes of the Tuition Remission Program, the employee will only receive tuition remission for up to six credit hours per semester.

Courses that Meet During the Workday If a course meets during an employee's workday, the supervisor must indicate approval on the tuition remission form. Employees may take only one course during the workday. It is expected that the supervisor and employee will agree to a reasonable alternative schedule. The university reserves the right to refuse to allow an employee to attend a class under the Tuition Remission Program if it conflicts with the needs of a department. Employees must successfully complete the university's six-month introductory employment period to be eligible to take classes during the workday.

Scholarship Eligibility Tuition remission is not stackable with any other financial aid scholarships during the semester in which the remission is applied.

Academic Performance Requirements Students participating in the Tuition Remission Program must maintain a 2.0 GPA in order to remain eligible for remission.

Changes in Employee Status

- If the employment relationship ends prior to the end of a semester, tuition for the remainder of the semester will be prorated and applied to the student's account.
- Tuition remission is unaffected by paid leaves of absence. Unpaid leaves of absence and tuition remission continuation will be reviewed by Human Resources and other administrative departments as necessary.
- Spouses and children of regular full-time employees who have three continuous years of full-time service are eligible to apply for tuition remission after the death of the employee. This benefit may be used to complete either an undergraduate program. This benefit expires once the student has completed the degree and may not be used for subsequent degrees.

When an Employee and Spouse/Dependent are both OCU Employees The tuition remission benefit is based upon the employee's current employee category. An employee who would otherwise qualify as a spouse or dependent of another employee must use the level of benefit for his/her own employment category. For example, a faculty member who has a spouse working in a regular part-time position cannot cover the spouse per the Tuition Remission Program. The spouse may use the part-time benefit.

St. Paul School Reciprocity OCU and the St. Paul School of Theology at Oklahoma City University have a reciprocal agreement allowing anyone eligible for the OCU Tuition Remission Program to take courses offered at St. Paul's. See the St. Paul's remission form for more details.

Tax Liability Although the value of waived *undergraduate* tuition is not taxed, the IRS requires an employee to pay taxes on *graduate* tuition benefits that exceed \$5,250 in a given calendar year. Employees will be notified should the value of graduate remission exceed \$5,250 and the appropriate taxes will be withheld from paychecks accordingly. You may adjust your tax withholding at any time by submitting a new W-4 to Human Resources at any time in anticipation of or in response to taxable tuition remission.

Course Level	Employee relationship	Tax implications of tuition remission
Undergraduate Coursework	Employee/Spouse/IRS dependent	Not taxable
	Non-IRS dependent	Fully taxable
Master's, Law, PhD, DPN, PA or St. Paul Coursework	Employee/spouse/IRS dependent	Up to \$5250 per year is not taxable. Tuition benefit in excess of \$5250 is taxable.
	Non-IRS dependent	Fully Taxable

Program Contacts

Human Resources – Responsible for confirming eligibility and applying taxable graduate remission during the payroll process

- HR Assistant
- Valerie Robinson – Senior Specialist, Benefits and Wellness
- Blythe Benson – Director, Compensation and Benefits

Student Financial Services – Responsible for applying tuition remission to the student's account

- Chris Day – Associate Director for Financial Aid
- Jenni Allen – Bursar

Admissions – Responsible for facilitating the admissions process

- Chris Kiefer – Graduate Admissions Specialist
- Alainna Collins – Admissions Counselor

Administrative Information About the Program

The OCU Tuition Remission Program is an educational assistance program. OCU intends to continue the program indefinitely, however, the university reserves the right to amend, suspend, or terminate the program at any time.

This program document may contain additional information not found in other documents referencing the tuition remission program, benefit, plan, policy, or procedure. Changes to the Tuition Remission Program that are not reflected in the current policy:

- Eligible employees receive 100% remission for graduate coursework after three continuous years of service
- Eligible adjuncts receive 20% tuition remission for undergraduate and master's level classes and 10% for upper level coursework
- Death protection is limited to undergraduate coursework only
- Concurrent enrollment is not covered by Tuition Remission
- Tuition Remission may be extended to domestic partners and dependents of domestic partners when a current domestic partnership affidavit is on file with HR
- The university fee is waived for the employee only
- Professional, graduate-level coursework expanded beyond law to include PA, NP, DNP, DPT, PhD and may include additional advanced degree programs in the future
- Maymester courses must meet minimum enrollment requirements before remission is granted
- Tuition Remission forms must be hand-delivered to the Human Resources office at least 15 business days before the start of the term or part of term