

**Tuition Benefit Application Form
Oklahoma Baptist University**



Student Name _____
ID Number _____

Employee Name _____
ID Number _____

Type of Coursework Undergraduate Coursework
 Graduate Coursework

Semester: Fall January
 Spring Summer

To Be Applied To Spouse
 Child

Year: _____

Student Tax Status ***Taxes may apply to benefit for children or spouse. You may be contacted by the Controller or VP of Finance re: taxes due.
IF student is a child, child is Employee's tax dependent Not Employee's tax dependent

FAFSA Status

IF the Benefit is for a Child of an Employee, please answer the following:

Please note that the Student must meet the definition of a dependent by FAFSA definition. If the answer to any of the following questions is Yes, your student may not be eligible to receive the education benefit.

Student Date of Birth: _____

As of today, is the Student Married: YES NO

Is the Student Active Duty in the U.S. Armed Forces: YES NO

Is the student a veteran of the U.S. Armed Forces: YES NO

Does the student have children for whom they provide more than half their support: YES NO

At any time since the student turned age 13, was he/she in foster care or considered a dependent or ward of the court: YES NO

Certification

I certify that I have received and read the section of the "Policy Regarding Education Benefits for OBU Employees" which is applicable to benefits for employees, children of employees and spouses of employees and that I understand the benefit offered to me and the requirements that I must satisfy in order to receive the benefit. Part of the requirements by the student is to pay all fees and for required textbooks.

Employee Signature _____

Supervisor Signature _____

Date _____

Date _____

Supervisor signature only required if Employee is taking classes

Guidelines

- Employee OR Supervisor email to HR@okbu.edu OR deliver to HR Thurmond Hall Room 104
- **DO NOT SUBMIT THIS FORM PRIOR TO APRIL FOR SUMMER OR FALL SEMESTERS.**
- **DO NOT SUBMIT THIS FORM PRIOR TO NOVEMBER FOR J-TERM AND SPRING SEMESTERS.**
- Tiers of the Education Benefit

Fulltime employees hired before 2021	90% Tuition Benefit	Fulltime employees hired after 01/01/2021
		Year 1 of Employment Waiting Period
		Year 2 of Employment 50% Tuition Benefit
		Year 3 of Employment 70% Tuition Benefit
		Year 4 of Employment 90% Tuition Benefit

For HR Use Only

Status of Application: <input type="checkbox"/> Employee <input type="checkbox"/> Spouse of Employee <input type="checkbox"/> Child of Employee	Status of Employee: <input type="checkbox"/> Faculty <input type="checkbox"/> Support <input type="checkbox"/> Administrative	Employee: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Start Date: _____
HR Representative: _____	Date: _____	
Approved by SFS: _____	Date: _____	
Denied by SFS: _____	Date: _____	