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**Employee Dependent Child Waiver Benefit**

Dependent children of eligible OSU-Oklahoma City employees are eligible to receive a 100% undergraduate student resident tuition waiver for up to three credit hours for OSU-Oklahoma City courses.

**Deadlines & Information**

Forms and required documentation must be completed by the deadline listed below. We recommend submitting the forms prior to the deadline for the completion of validation and authentication procedures. Employees are only required to submit the waiver document once. As long as the employee and dependent meet the qualifications, the waiver will renew for up to five years.  
  
Forms and required documentation can be submitted once a student has applied to OSU- Oklahoma City and has been admitted.

**Deadline**: Form and documentation due Friday prior to the beginning of the semester to Human Resources.

**Student Information**

Last Name



First Name:



Banner ID:



Email Address:



Beginning Semester:



**OSU Employee Information**

Last Name:



First Name:



Banner ID:



Email:



Agency of Employment:



**Verification of Relationship to Employee and Dependent Status**

Check one and attach the required documentation. (You will be contacted if additional documentation is required.)

Natural child (requires tax return and/or birth certificate)

Stepchild (requires marriage license and birth certificate)

Other (requires legal documentation indicating legal custody, guardianship, adoption, or placement of adoption)

*Verification Documentation*

**Confirmation**

By submitting this form, I certify the above information is true and correct. Falsification of University documents may result in corrective action, up to and including termination of employment and/or repayment of tuition funds received.

Please type your name below to confirm and proceed.



Years of Employment:



Submit to Human Resources prior to deadline.

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