

## **TUITION WAIVER INSTRUCTIONS & ELIGIBILITY GUIDELINES**

1. The [Application & Affidavit of Taxability](#) form must be completed for each semester for which tuition waiver benefits are requested.
2. Completed applications will be accepted as early as one semester before and no later than the drop/add for the semester.
3. Benefits and eligibility guidelines are described in the faculty contract.
4. Review the following list to determine Spousal, Dependent Child, and Other Qualified Adult (OQA) eligibility.

### **SPOUSAL ELIGIBILITY**

- A spouse (as legally recognized by federal law) of a faculty member in the calendar year the tuition benefit is received.
- An OQA (as defined in the faculty contract) of a faculty member in the calendar year the tuition benefit is received.

### **DEPENDENT ELIGIBILITY**

- A child who is under nineteen (19) during the entire calendar year that the tuition benefit is received and who will be claimed as dependent in the calendar year the tuition benefit is received, or
- A child between nineteen (19) and twenty-three (23) during the calendar year that the tuition benefit is received and is a **full-time** student. The child will be claimed a dependent in the calendar year the tuition benefit is received, or
- A child with gross income that is less than the "Standard Personal Tax Exemption" and over one-half support is provided during the calendar year. The child will be claimed as a dependent in the calendar year the tuition benefit is received, or
- A child who will be claimed as a dependent in the calendar year the tuition benefit is received by a divorced or separated faculty member or their ex-spouse, or
- The dependent of an OQA will be claimed as a dependent on the OQA's tax return in the calendar year the tuition benefit is received, or
- A dependent child who is married or will marry during the calendar year and **will not** file a joint return for this year. If, however, a return is filed, it is only as a claim for refund and not a tax liability that would exist for either spouse if they filed separate returns.

### **OTHER**

- A dependent child (see Dependent Eligibility) of a retired faculty member who was enrolled at Oakland University in the academic year or semester immediately preceding retirement.
- A spouse or dependent child (see Dependent Eligibility) of a deceased or disabled, full-time, non-visiting faculty member who died or was disabled while a full-time faculty member at Oakland University.
- A special lecturer whose tuition benefits for the lecturer, spouse, or dependent children (see Dependent Eligibility) combined are less than or equal to eight (8) credit hours in this appointment year.

**If eligible to receive Tuition Waiver, please complete the Tuition Waiver- [Application & Affidavit of Taxability](#) form.**