

**3341-5-9 Dependent Fee Waiver.**

Applicability	All BGSU Staff, Part-time Faculty and Faculty Administrators
Governing Body	Employees covered by Collective Bargaining Agreements should refer to the appropriate agreement
Policy Owner/ Administrator	Office of Human Resources/Chief Human Resources Officer

**(A) Policy Statement and Purpose**

It is the policy of the university to support and promote the education of dependents of its employees.

**(B) Policy****(1) Full-Time Permanent Faculty/Staff Member**

- (a) Eligibility. For the purposes of this policy, a permanent full-time faculty/staff member is employed on a full-time basis for a minimum of nine months per year (including an individual employed full-time at the University but compensated by another agency such as ROTC or a granting agency). The employee's dependent is eligible to utilize the fee waiver the first semester following the full-time date of hire.
- (b) Benefit. Dependents are eligible to utilize this benefit the first semester following the employee's full-time date of hire. Dependents may either complete a course on an audit or grade basis. The fee waiver applies to courses that are eligible for credit hour(s) only at BGSU. The dependent fee waiver will waive the in-state instructional fees only, as defined below.

- (i) Dependent Children. The fee waiver is limited to 100 percent of the in-state instructional fee through the end of the calendar year in which the dependent child turns twenty-four.
  - (ii) Dependent Cohabitant Spouse. The fee waiver is limited to 100 percent of the in-state instructional fee.
- (c) Definition of Eligible Dependent. The employee's cohabitant spouse is defined as a person to whom you are legally married, as defined by the State of Ohio, and a marriage certificate must be on file with the Office of Human Resources. An employee's dependent child is defined as unmarried, a stepchild, a legally adopted child, and/or a child for whom either the employee or the employee's spouse is the legal guardian or custodian and is considered an eligible dependent by IRS Section 152. A birth certificate or other court documentation must be on file with the Office of Human Resources. Note: If an employee does not claim the dependent child on their income taxes for the year in which they are requesting the dependent fee waiver, the application will be denied.
- (d) Procedure.
  - (i) The employee completes the online Dependent Fee Waiver Application, which is located in the my.bgsu.portal.
  - (ii) The supervisor is notified electronically for approval. The application is then electronically forwarded to the Office of Human Resources for processing. A Dependent Fee Waiver Application must be completed for every semester in which the dependent is registered for courses.
  - (iii) An incomplete Dependent Fee Waiver Application will not be processed by the Office of Human Resources. It will be pushed back to the employee for completion.

- (iv) No applications will be processed for retroactive semesters and therefore it must be received in OHR by the last date of the semester applied for. Anyone submitting a Dependent Fee Waiver Application after the semester begins will be responsible for any late fees.
  - (v) The dependent enrolls in coursework through the Office of Registration and Records.
  - (vi) A dependent may not receive fee waiver benefits as both an employee and as a dependent in any academic year.
  - (vii) Dependents seeking accommodations for reasons related to equal employment opportunity regulations should have the member of their family who is receiving the benefit contact the Office of Human Resources.
- (e) Responsibility for Fees
- (i) A dependent child is responsible for all fees, except the in-state instructional fees.
  - (ii) A dependent is responsible for all applicable fees that are incurred as a result of adding and/or dropping courses, regardless of the reason.
  - (iii) BGSU will pay for each class only once. If a dependent enrolls in a class and fails the class, or wishes to retake it, any cost to retake the class will be covered by the dependent.
- (f) Payroll Taxes
- (i) Undergraduate fee waiver benefits are not subject to taxation as long as the dependent child is considered an eligible dependent under IRS Section 152.

(ii) Graduate-level dependent fee waiver benefits are subject to taxation to the employee.

(g) Reciprocity

There is no reciprocity benefit for dependents.

(2) Part-Time Employees

There is no dependent fee waiver benefit for part-time employees.

(3) Post-Doctoral Employees

There is no dependent fee waiver benefit for post-doctoral employees.

(4) Widow/Widower or Child of a Deceased Permanent Full-Time Staff Member

(a) Eligibility. The child of a deceased permanent full-time staff member (deceased while actively employed at BGSU) is eligible to receive the fee waiver benefit. The dependent(s) must be the dependent(s) of the staff member at the time of death. The spouse of a deceased staff member is eligible for the same fee waiver benefits available for spouses of active employees at the time the benefit is accessed. This benefit is available until such time he/she remarries.

(b) Benefit. The child of a deceased staff member will receive the same benefit being offered to dependent children of active employees at the time the benefit is accessed, as long as the child is considered an eligible dependent by IRS Section 152. The student may attend classes at main campus or at any branch campus or center.

(c) Procedure. Refer to Section 1 (c).

(5) Cohabitant Spouse/ Child of a Retired Staff Member.

- (a) Eligibility. An employee who has retired with ten years of continuous full-time service from the University. Retirement is defined by the retirement program in which the employee is enrolled. The Cohabitant Spouse or child(ren) must have been dependents at the time of retirement.
- (b) Benefit.  

Child. The child and/or children of a permanent full-time retired staff member who has completed ten years of continuous full-time service at BGSU and retires from BGSU and were the dependents of the staff member at the time of retirement are eligible for the dependent fee waiver. The benefit will be the same benefit as being offered to dependent children of active employees at the time the benefit is accessed, as long as they are an eligible dependent child under IRS Section 152.
- (c) Please note that when a Dependent Fee Waiver is requested, the policy in force at the time of submission will be adhered to.
- (d) Procedure. Refer to Section 1 (c).
- (e) Responsibility for Fees. Refer to Section 1 (e).

Registered Date: March 17, 2015

Amended Date: August 14, 2015, October 28, 2015, March 3, 2017