

UUP EMPLOYEE TUITION-FREE WAIVER

Name _____ Banner# _____

Employing Campus _____ Instructing Campus _____

Title _____ Office Phone _____

Discipline Code	Course and Section #	Semester and Year	Credit Hours	Cost of Course

I certify that the course listed above is a **classroom-based course** and not for individual instruction, independent study, thesis guidance, dissertations, etc.

Instructor's Signature _____ Date _____

I certify that I have read the guidelines for using a UUP Space Available Waiver and attest that the course listed above is a **classroom-based course** and **not** for individual instruction, independent study, thesis guidance, dissertations, etc. and that I will not register for this class prior to the **late add period**.

Employee Signature _____ Date _____

HUMAN RESOURCES:

This is to certify that the applicant is currently covered under article 36 (Program for Tuition Assistance) of the current UUP Agreement and is eligible for one course, tuition free, on a "Space Available" basis.

_____ Date _____
Human Resources Representative

Registration & Records:

Credit Hours _____ Registration Date _____ (Scheduled Period Only)

Registration Completed By _____ Date _____

Student Accounts

Tuition Cost \$ _____ Fees \$ _____

Received By _____ Date _____

Receipt # _____

*Original to Student Accounts

Instructions for Completion

Eligibility:

When space is available, employees may enroll in a course on a tuition-free basis at any four-year SUNY school subject to the following requirements:

1. You must complete the necessary forms with either Undergraduate or Graduate Admissions prior to applying for a UUP Tuition Waiver
2. Employees must meet course prerequisites
3. All fees other than tuition shall be paid by employees
4. Employees may use one waiver per semester and special session, for example, summer session and intersession
5. The course is conducted in a physical classroom at The College at Brockport main campus or a recognized satellite site and maintains an enrollment cap (maximum number of students allowed to enroll for the course)
6. You may not take advantage of a UUP Tuition Waiver if you have outstanding holds on your account. Please see Student Accounts to clear any such holds.

Procedure:

1. Inform the professor during your first class you are using a UUP Space Available Waiver.
2. Complete the personal information section, course information section, and obtain the instructor's signature on the UUP Space Available Waiver during the Late Add Period (as indicated on the Academic Calendar).

*Note: Summer and Winter Session(s) participants may complete the UUP Waiver form during the regular registration period(s)

3. Bring the form to the Office of Human Resources for approval.
4. Submit the UUP Space Available Waiver Form to the Office of Registration and Records
5. Submit the UUP Space Available Waiver Form to the Office of Student Accounts