

Instructions for Completion

Eligibility:

1. You are eligible to participate in the program if you are active on the payroll when the course (you are using the waiver for) is scheduled to commence.
2. If your negotiating unit supplies a tuition benefit, that benefit **must** be used prior to your participation in the B-140 Tuition Assistance Program.
3. You must complete the necessary forms with either Undergraduate or Graduate Admissions prior to applying for a B-140 Waiver.
4. You may not take advantage of a B-140 Waiver if you have outstanding holds on your account. Please see Student Accounts to clear any such holds.

Benefit: The B-140 Tuition Assistance Program waives \$425.00 of the tuition cost of a single course.*

*Note: If the cost for the course tuition is less than \$425.00, the coverage amount will be adjusted accordingly.

Procedure:

1. Register for the course
2. Obtain a B-140 Tuition Assistance Waiver from Human Resources or from the Human Resources Forms page
3. Complete Part I (numbers 1-10)
4. Obtain supervisor approval in Part II (number 11)
5. Send via mail or submit the B-140 Waiver Form to the Office of Human Resources. Your eligibility will be verified and Part II and Part III completed
6. A copy of the B-140 Waiver will be sent to your department indicating approval or denial of the waiver
7. The B-140 Waiver will be forwarded to the Office of Student Accounts