

 <p>The College at Brockport</p> <p>Category: Office of Human Resources</p> <p>Responsible Office: Human Resources</p>	<p>Policy Title: B-140 Tuition Assistance Program</p>
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Policy:

The B-140 Tuition Assistance Program waives employee partial tuition expenses for career-related, credit-bearing course work taken at four-year SUNY Institutions. All tuition bearing classes on record with the Office of Registration and Records are deemed eligible for program purposes.

Recreation, hobby, and/or personal interest courses are not eligible for a tuition waiver under this program. Course work must be career-related, as determined by your department head or supervisor.

One waiver is available for each of the fall, winter, spring, and summer semesters. Funding for the program is limited. **B-140 Waivers are issued on a first come basis.**

Eligibility:

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. If your negotiating unit supplies a tuition benefit, that benefit **must** be used prior to your participation in the B-140 Tuition Assistance Program.

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 Program Waiver Form from the Office of Human Resources or the Benefits Forms Web 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

Forms: _

<http://www.brockport.edu/hr/forms/documents/b-140.pdf>