



The **College at Brockport**

**Category:**

Office of Human Resources

**Responsible Office:**

**Human Resources**

**Policy Title:**

UUP Tuition Assistance  
(UUP Space Available Tuition Waiver)

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**Policy:**

The UUP Space Available Tuition Waivers program provides UUP represented employees one Space Available Tuition Waiver for each of the following course semesters: fall, winter, spring, and summer.

Eligibility:

You are eligible for a UUP Space Available Waiver if you are on the payroll when the course is regularly scheduled to commence.

Benefit:

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. The UUP Space Available Waiver form may not be signed by the class professor until the end of the regular add period
2. Employees must meet course prerequisites
3. All fees other than tuition shall be paid by employees
4. Employees may enroll in a maximum of one course 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)

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**Procedure:**

1. Inform the professor during your first class that you are taking the class 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 Form during the Late

Add Period (as indicated on the Academic Calendar). The Waiver will not be valid if signed by the instructor prior to the first day of the semester.\*

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

3. Bring the UUP Space Available Waiver Form to the Office of Human Resources for approval
4. Submit the UUP Space Available Waiver Form to the Office of Registration and Records by the end of the Late Add period. You will be registered for the course at this time.

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**Forms:** \_

UUP Space Available Waiver Form:

<http://www.brockport.edu/hr/Benefits/Forms/UUPWaiver.pdf>

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**Reference(s):**

[UUP Professional Services Agreement Contract, Article 49](#)

Academic Calendar: <http://www.brockport.edu/calendar/0607.html>