

Frequently Asked Questions

B-140 and UUP Tuition Assistance/Waiver Programs

General:

- Q. What guidelines do I need to follow if I am taking a course at another four year SUNY?
- A. You need to contact the school offering the course to determine:
1. What form(s) you need (ours or theirs)
 2. Where the form(s) need to be turned in
 3. When the form(s) need to be submitted by
 4. What type of cost the tuition waiver will cover (online, independent study)
- Q. Where can I find the per credit cost of a course?
- A. The cost per credit for graduate and undergraduate courses may be found at <http://www.brockport.edu/bursar/bill-pay-refund/tuitioncost.html> -click on the tuition and fee schedule at bottom of page.
- Q. Where do I find the course number?
- A. The online course schedule under “Online Services” on the Brockport home page or a course catalogue.
- Q. Do I only have to drop off or send the form to Human Resources?
- A. To ensure you receive a copy of any tuition assistance form, you are required to take the form to any and all other required department(s) (Registration, Student Accounts etc.)
- *Note: This includes waivers for other four year SUNY schools. If you are taking a course at the University at Buffalo it is expected you will deliver the form to the office(s) they designate
- Q. Are any tuition assistance forms available on-line?
- A. Currently both the B-140 Tuition Waiver and UUP Space Available Waiver are available online on the Office of Human Resources forms page under Benefit/Retirement Forms; <http://www.brockport.edu/hr/forms/> .

Q. What type of course does my waiver/tuition assistance program cover?

A. All of our tuition assistance programs cover different course types at different coverage levels. Please read the policy/procedure on your waivers as released by the organization and/or school you will be attending.

Q. What happens if I drop or fail the course?

A. The tuition waivers are then void. With the B-140 you will be responsible for all fees and tuition cost associated with that course. For the UUP waiver you will be responsible for all fees.

Notes:

*You must be on the payroll at the start of the course to be eligible to use a B-140 or UUP Waiver

*If you can use any tuition assistance program other than the B-140 program for the course you are taking you must do so.

*You may use four B-140 tuition waivers per year. One in the Summer Sessions, one in Fall Semester, one in Winter Session, and one in Spring Semester.

*You may use four UUP tuition waivers per year. One in the Summer Sessions, one in Fall Semester, one in Winter Session, and one in Spring Semester.

*The academic calendar can be found on the “Academics” web page (directly accessed from the Brockport home page).