

 <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 must be directly job related or part of a degree program.

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 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.

Research Foundation employees are eligible if they are at least half-time and have six months of continuous service immediately prior to commencing coursework. Research Foundation employees must be full-time project administrative employees.

Benefit:

The B-140 Tuition Assistance Program waives \$425.00 of the tuition cost of a single course. If the cost for the course tuition is less than \$425.00, the coverage amount will be adjusted accordingly. The employee is responsible for the balance of tuition and all other fees. Late fees and/or cancellation fees are not covered.

If you drop the course, then the waiver is void and the individual is responsible for the full cost and fees associated with the course.

Currently, under Internal Revenue Services (IRS) regulations, employer educational assistance plans are taxable. Employees are eligible for exclusion from taxable income, up to \$5250 in a calendar year. Any excess benefit over \$5250 is taxable.

Procedure:

1. Register for the course
2. Obtain a B-140 Tuition Assistance Program Waiver Form from the Office of Human Resources website (see link below under forms).
3. Complete Part I (numbers 1 – 11)
4. Obtain supervisor approval in Part II (number 12).
5. Obtain employing unit's personnel office approval (State or Research Foundation) in Part II (number 13)
6. Submit the B-140 Waiver Form to the Office of Human Resources. Your eligibility will be verified and Part II and Part III completed
7. The B-140 Waiver will be forwarded to the Office of Student Accounts if you are taking the course at Brockport. If you take the course at another SUNY, the form will be mailed to you after it is signed.

Forms:

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