UUP Tuition Waiver Program
UH and LISVH Employees

UUP-represented employees attending **4-Year SUNY Institutions only** (SUNY-Stony Brook, SUNY-Farmingdale, Empire State College, etc.; Community Colleges do not qualify) may receive a waiver of tuition for one course (**A maximum of four courses per year**) each Fall semester, Winter session, Spring semester, and possibly up to two Summer sessions as long as *separate* registrations are conducted *and* course dates do not overlap.

* The program utilizes a "space available" concept. All fees, other than tuition, are the responsibility of the employee. Programs that are deemed to be **workshops** or **seminars** are <u>NOT</u> covered by this program.

INSTRUCTIONS:

1.   Please complete the UUP Tuition Assistance Eligibility form ***in its entirety*** to avoid any delays in processing and approving your form. If you have any questions, please contact the Benefits Office at 444-4754.

2.   Your supervisor must sign in the SUPERVISOR'S APPROVAL section.

3.   Return the completed form by emailing it to benefits@stonybrookmedicine.edu or fax to 631-759-9204.

4.   **Within five business days,** your signed form will be returned to you via email to be submitted to the Student Accounts Office of the school you are attending when paying your bill (if you have paid your bill prior to receiving the approved assistance, you should request a refund from the Student Account's Office).

SUBMISSION DEADLINE of tuition waiver forms to SBUH Human Resources
(Please note: Submitted waivers will not be approved any earlier than 45 days before the start of the class)

SEMESTER	SUBMISSION WINDOW
Fall 2024	07/12/24 – 8/25/24
Winter 2025	11/22/24 – 12/30/24
Spring 2025	12/06/24 - 01/26/25
Summer I 2025	04/11/25 – 05/26/25
Summer Extended 2025	04/11/25 – 05/26/25
Summer II 2025	05/23/25 – 07/06/25

NOTE: **West Campus and HSC employees** – You must contact the Human Resources Services Department, Benefits Section at 632-6180 for form, signatures and deadlines. West Campus and HSC employees should submit their forms to Z=0751.

* Administration of the UUP Tuition Assistance Program it is at the discretion of each instructing SUNY campus. Please contact your specific instructing campus to ensure they will accept each signed waiver based on their own administrative procedure.

SBUH EMPLOYEE ID _____

UUP Employee Tuition Waiver Eligibility Form

All classes approved through the UUP Tuition Assistance Eligibility Form (waiver) are based on a "space available" concept for a course at a 4-Year SUNY Institution on a tuition-free basis. The tuition waiver is provided to UUP-represented employees during each registration period, for credit-bearing courses ONLY. All fees, other than tuition, are the responsibility of the employee. One course may be waived each Fall semester, Winter session, Spring semester, and possibly up to two Summer sessions as long as separate registrations are conducted and course dates do not overlap*.

NAME: _____ Semester _____, 20___

Student ID Number:_____ Email address:_____

Department Name:_____ Phone: _____

Official State Job Title: _____

Name of the SUNY University where you will be using this waiver: _____

COURSE REQUESTED:

|___|___|___|___|___|___|___|___|___| |_____| |_____|
Course Abbreviation (3 letters and 3 numbers)   Section No.   # Credits

COURSE TITLE:_____

Official semester Start Date:_____   Official semester End Date: _____

MEETING TIME: Day(s) and time(s):_____

EMPLOYEE SIGNATURE:_____

SUPERVISOR'S APPROVAL:

My signature below indicates that attendance in this course is not anticipated to interfere with the employee's professional obligation.

Signature: _____   Date: _____

OFFICE OF HUMAN RESOURCES: ☐   Eligibility Confirmed

Signature:_____   Date:_____

INSTRUCTIONS FOR USING THIS FORM:
Please refer to the attached instructions for detailed information. This form is to be filled out, approved by your supervisor and the Tuition Coordinator, and submitted to the Student Accounts Office at your instructing SUNY campus PRIOR to registering for the course, if possible. You must follow the school's registration process for UUP employees.