NW

UUP ASSISTANCE ELIGIBILITY FORM

Please read the detailed instructions at the bottom of this application

I am requesting a waiver of tuition for a credit-bearing course under the "space available" tuition assistance program at _____ (Name of SUNY campus or Empire State College).

I will be taking the course during the **FALL**____ **/ WINTER**____ **/ SPRING**____ **/ SUMMER I**____ **/ SUMMER II**____ session
(Circle One). YEAR YEAR YEAR YEAR YEAR

Name of Employee: (last, first)		SS# or Employee ID #
Employee's Signature:	Department & Zip Code:	Telephone:
Course abbreviation and number: (3 letters, 3 numbers)	Section Number: (Enter "01" if single section course)	Credits:
Course Title:	Meeting Time:	
The Supervisor's signature below indicates that attendance in this course is not anticipated to interfere with the employee's performance in his/her professional obligation. Signature of Supervisor:	Date:	

PERSONNEL DEPARTMENT USE ONLY

_____Eligibility approved
_____Ineligible Reason:_____

Office of Personnel:

Date:

FOR REGISTRAR USE ONLY

____Accepted: Space Available

____Rejected: Course Closed

INSTRUCTIONS FOR UUP TUITION WAIVER

1. Complete the UUP Tuition Waiver Eligibility Form; your supervisor **must** sign the Supervisor Approval Section
2. Return the completed form to the Benefits Office, Z=0751 for approval
3. When the form is approved, it will be mailed back to you for submission to the Student Accounts/Bursar's Office
4. Course registration requirements must be followed through the Student Accounts/Bursar's Offices

PLEASE NOTE: Programs that are deemed to be WORKSHOPS or SEMINARS are not covered under this program.