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To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>
cc
bcc
Subject Tuition Waiver Program/Spring 2004 Semester for Full-Time State Employees

The State University of New York has a tuition assistance policy that supports employee initiatives to acquire and maintain career-related knowledge, skills and abilities. The following memorandum gives you information and instructions about the tuition waiver program.

Full-time State employees enrolling in credit-bearing courses at SUNY-operated campuses (not applicable for Community Colleges) may apply for a tuition waiver for up to 3 credits per semester; approximately 30% - 50% of 3 credits may be waived (subject to the availability of funds). Please call 2-6167 for application form B-140W or email your request to me at Alessandra.White@Stonybrook.edu and indicate that you are a State employee and your internal zip code. You may not use this waiver in conjunction with any other tuition assistance for the same course.

PROCEDURE

Return the completed application to Human Resource Services/Benefits, Z=0751 on or before FRIDAY, DECEMBER 19, 2003 for approval.

Individuals submitting requests for tuition assistance after Friday, December 19, 2003 will be not be considered for a waiver.

We will review the number and type of waivers (graduate or undergraduate) requested, allocate the tuition waiver funds, and put the approved form in the campus mail to you on or before FRIDAY, JANUARY 9, 2004.

Approved waivers must be submitted to Student Accounts on or before WEDNESDAY, FEBRUARY 4, 2004. They will be void after that date.

According to IRS Regulations in effect for the tax year in which tuition assistance is received, you may be taxed on the amount of assistance received.

Our funds are limited, so it is very important that individuals not using approved waivers return them to us immediately. Employees who drop courses after the University's "drop/add" period will be fully responsible for any tuition liability incurred.

If you have questions about the completion of the forms, please call me at 2-6167; I will be happy to help you.

****PLEASE NOTE:** This tuition assistance policy does not apply to the UUP Tuition Assistance Program. UUP represented employees are also eligible for a separate UUP tuition waiver, which may be obtained in Human Resource Services/Benefits. There is no deadline date to request or submit a UUP tuition waiver.

cc: L. Johnson, R. West, K. Gray, A. Swiatkowski, VP Coordinators, HSC Administrators