



**STATE UNIVERSITY OF NEW YORK
B-140W APPLICATION FOR TUITION AND FEE ASSISTANCE**

PART I APPLICATION: Please complete PART I ONLY. Forward 4 copies to the appropriate officer at the campus where you are employed. Retain the fifth copy for your records. (Separate application to be made for each semester.

Disclosure of Social Security numbers is voluntary and is used in processing student applications for tuition assistance. Authority to solicit Social Security number has been established under Section 355 of the Education Law of New York State.

1. Applicant's Name _____ 2. Social Security Number X X X - X X -

3. Campus Where Employed _____ 4. Payroll Title _____

5. Present Employment Status (check one) Research Foundation Community College Employee University Employee (State Payroll)

A. To be completed by University employees on State Payroll only.

NU classified: (Check one) 01 Security 02 Administrative 03 Operational 04 Institutional 05 PEF 06 M/C
 NU unclassified 08 UUP 13 M/C Professional Other (define)

6. Highest Degree Earned _____ 7. Name of Instructing Campus _____

8. Please describe proposed education program (reason for taking courses listed below).

9. List courses for which approval is requested by this application:

(Approval of this request for SUNY tuition may justify a refund if tuition has already been paid. Laboratory and/or instructional fees may be included. College Fee, Student Activity Fee and other non-instructional fees are not allowed).

Course Name(s)	Catalog Number	Semester and Year	Credit Hours	Cost of Each Course	% of Support Requested	Amount of SUNY Assistance Requested for Each Course (\$ Total)
1.						
2.						
3.						

10. I HEREBY APPLY FOR TUITION (AND FEE IF APPLICABLE) ASSISTANCE AS STATED ABOVE AND DECLARE MY INTENTION OF RETURNING TO MY PRESENT POSITION. I UNDERSTAND THAT I MUST SATISFACTORILY COMPLETE THESE COURSES TO BE ELIGIBLE FOR TUITION WAIVER.

Signature _____ DATE _____

PART II. To Be Completed by Appropriate Officers at Employing Campus:

Complete Part II and

If instruction will be given at employing unit proceed with campus internal policy for Part III approval.

If instruction will be given at another SUNY unit, forward 3 copies to instructing unit.

11. AUTHORIZATION BY APPLICANT'S SUPERVISOR (Chair or Director) 12. VERIFICATION BY EMPLOYING UNIT'S HR OFFICE.

 Authorized Signature Date Authorized Signature Date

13. APPROVAL OF CHIEF ADMINISTRATIVE OFFICER:

Application Approved for _____ % level of support for a total amount of \$ _____ to be waived
 Application Disapproved because _____

 Authorized Signature Date
 (pink copy to be utilized for employing unit pending copy)

PART III. INSTRUCTION CAMPUS (State-operated SUNY)

Complete Part III and Forward 2 copies (white and green) to employing campus (yellow copy retained by Student Accounts Office of instructing campus.

Application approved. Total Amount Waived \$ _____

Disapproved as submitted because _____

 Authorized Signature Date

PART IV. Employing campus final action – Record disposition of application and distribute Affirmative Action (green) per internal procedures.

Instructions for Completion

Eligibility:

1. You are eligible to participate in the program if you are active on the payroll when the course (you are using the waiver for) is scheduled to commence.
2. If your negotiating unit supplies a tuition benefit, that benefit **must** be used prior to your participation in the B-140 Tuition Assistance Program.
3. You must complete the necessary forms with either Undergraduate or Graduate Admissions prior to applying for a B-140 Waiver.
4. You may not take advantage of a B-140 Waiver if you have outstanding holds on your account. Please see Student Accounts to clear any such holds.

Benefit: The B-140 Tuition Assistance Program waives \$425.00 of the tuition cost of a single course.*

*Note: If the cost for the course tuition is less than \$425.00, the coverage amount will be adjusted accordingly.

Procedure:

1. Register for the course
2. Obtain a B-140 Tuition Assistance Waiver from Human Resources or from the Human Resources Forms page
3. Complete Part I (numbers 1-10)
4. Obtain supervisor approval in Part II (number 11)
5. Send via mail or submit the B-140 Waiver Form to the Office of Human Resources. Your eligibility will be verified and Part II and Part III completed
6. A copy of the B-140 Waiver will be sent to your department indicating approval or denial of the waiver
7. The B-140 Waiver will be forwarded to the Office of Student Accounts