

UUP Tuition Waiver

Part I (To be completed by applicant)

1. Name (please print) _____	
2. Address _____	
3. Phone: Home _____	Work _____
4. Email _____	Student ID # _____
5. Campus where employed _____	
6. Campus address _____	
7. Official title _____	
8. Employment status (check all which apply)	Full time _____ Part time _____ Temporary _____ on leave with pay _____ on leave without pay _____
9. Highest degree earned _____	Did you take courses last term? _____
10. Campus course being taken at _____	Are you in a degree program there? _____
11. Course information for which approval is requested by this application:	
Course # _____	Course name _____
*# Credit hours requesting waiver _____	# Credit hours of course _____
Term and year _____	Course dates _____
12. Have you submitted a B140 Tuition Waiver application for this term? Yes _____ No _____	
13. Employee signature _____	Date _____
<p>* Please note: In accordance with Article 49 of the Agreement between United University Professions and the State of New York, employees may enroll in one course tuition-free per term on a space available basis. All fees other than tuition are the responsibility of the employee.</p>	

Part II (To be completed by employing campus)

14. Verification by Human Recourses official. By signing this form, I am confirming the student referenced above is currently a UUP employee at our institution.	
Authorized HR signature _____	Date _____
Print name _____	Email _____ Phone _____

Completed form should be returned to SUNY Empire State College Student Accounts prior to the term payment due date at 111 West Ave., Saratoga Springs, NY 12866-6069 or fax to 518-580-4790. Contact StudentAccounts@esc.edu with any questions.