

SUNY CORTLAND
State University Employee – UUP/Professional Services Negotiating Unit
SPACE AVAILABLE – TUITION WAIVER FORM

PART I	EMPLOYEE INFORMATION	
COURSE NAME: _____ COURSE NUMBER: _____ (one course only per semester)	SEMESTER/YEAR SPRING <input type="checkbox"/> SUMMER I <input type="checkbox"/> FALL <input type="checkbox"/> SUMMER II <input type="checkbox"/> WINTER <input type="checkbox"/>	
I am an employee represented by the UUP/Professional Services Negotiating Unit of the State University and will be eligible during the period of course enrollment.		
_____ Print Name	_____ Department	_____ Cortland - C #
_____ Signature	_____ Date	
_____ Campus Address		

PART II	HUMAN RESOURCES OFFICE – EMPLOYING CAMPUS
Applicant is a member of the UUP/Professional Services Negotiating Unit:	
_____ Signed	_____ Date

PART III
Employee presents completed tuition waiver with registration form upon registration. Graduate Level and Undergraduate Level- <ul style="list-style-type: none">• Register in Registrar’s Office, Miller Building, Room 223• Contact Registrar’s Office at 607-753-4702 for deadlines. <ul style="list-style-type: none">• Employee must meet course prerequisites and pay all applicable mandatory fees.• Program applies to classroom-based instruction only. It does not include student teaching, independent study, international programs/study abroad, thesis, co-op, internship or dissertation.• Completion of spring obligation constitutes eligibility for Summer I enrollment. Reasonable expectation of fall employment constitutes eligibility for Summer II enrollment.• If course is dropped after the normal drop/add period, employee will be responsible for full tuition liability. Applicant must be an employee of SUNY at the time the course begins and ends. Termination of employment during the semester of course enrollment will result in full tuition liability.