

(FOR **NON**- SUNY CORTLAND EMPLOYEES REPRESENTED BY UUP)
SUNY CORTLAND
 State University Employee – UUP/Professional Services Negotiating Unit
 SPACE AVAILABLE – TUITION WAIVER FORM

PART I		EMPLOYEE INFORMATION	
COURSE NAME: _____	SEMESTER/YEAR _____		
COURSE NUMBER: _____ (one course only per semester)	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		OFFICE OF HUMAN RESOURCES – EMPLOYING CAMPUS	
Applicant is a member of the UUP/Professional Services Negotiating Unit:			
_____ Signed	_____ Date		
_____ Title	_____ Employing Campus		

PART III
Employee presents completed tuition waiver with registration form upon registration to Student Accounts.
<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 or dissertation. • Completion of spring obligation constitutes eligibility for Summer I enrollment. Reasonable expectation of fall employment constitutes eligibility for Summer II enrollment. • If the course is dropped after the normal drop/add period, the 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.