

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

PART I		EMPLOYEE INFORMATION								
<p>COURSE NAME: _____</p> <p>COURSE NUMBER: _____ (one course only per semester)</p>	<p><b>SEMESTER/YEAR</b> _____</p> <p>SPRING <input type="checkbox"/> SUMMER I <input type="checkbox"/></p> <p>FALL <input type="checkbox"/> SUMMER II <input type="checkbox"/></p> <p style="text-align: right;">WINTER <input type="checkbox"/></p> <p>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.</p> <table style="width: 100%; border: none;"><tr><td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Print Name</td><td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Department</td><td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Cortland - C #</td></tr><tr><td style="border-bottom: 1px solid black; text-align: center;">Signature</td><td colspan="2" style="border-bottom: 1px solid black; text-align: center;">Date</td></tr><tr><td colspan="3" style="border-bottom: 1px solid black; text-align: center;">Campus Address</td></tr></table>	Print Name	Department	Cortland - C #	Signature	Date		Campus Address		
Print Name	Department	Cortland - C #								
Signature	Date									
Campus Address										

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

PART III
<p><b>Employee presents completed tuition waiver with registration form upon registration.</b></p> <p><b>Graduate Level and Undergraduate Level-</b></p> <ul style="list-style-type: none"><li>• <b>Register in Registrar's Office, Miller Building, Room 223</b></li><li>• Contact Registrar's Office at 607-753-4702 for deadlines.</li></ul> <p>• Employee must meet course prerequisites and pay all applicable mandatory fees.</p> <p>• Program applies to <b>classroom-based instruction only</b>. It does <b>not</b> include student teaching, independent study, international programs/study abroad, thesis, co-op, internship or dissertation.</p> <p>• Completion of spring obligation constitutes eligibility for Summer I enrollment. Reasonable expectation of fall employment constitutes eligibility for Summer II enrollment.</p> <p>• If course is dropped <b>after</b> 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.</p>