



SUNY College at Oneonta

UUP Article 49 Tuition Waiver

General Guidelines:

1. Employees may enroll in a maximum of one course per semester and special session, for example, summer session and intersession (winter break).
2. The courses may not run concurrently.
3. Each employee may receive a maximum of 4 UUP Article 49 tuition waivers in any academic year.
4. The completed application must be signed by your HR officer and submitted to the Student Accounts Office no later than the last day of the add/drop period.

Section I- Applicant (Please Print):

Name: _____ Soc. Sec. # _____

Employee Title: _____ Office phone: _____

Campus where employed: Oneonta

Registration for (circle one): Summer Fall Winter Spring Year: _____

Course CRN: _____ Course Title: _____

Instructor's name: _____

Credit Hours: _____ Tuition: \$ _____

I understand that this authorization will only be valid on a space available basis and that I will be responsible for the payment of all fees and charges other than tuition.

Applicant's signature: _____ Date: _____

Section II-Applicant's Human Resources Office:

This is to certify that the applicant is currently covered under Article 49, Program for Tuition Assistance, of the current UUP agreement and is eligible for one course, tuition free, on a space available basis.

Authorized signature: _____ Date: _____

Section III- Course Instructor:

Instructor's signature indicates availability of space necessary to enroll applicant in course.

Instructor's signature: _____ Date: _____

****ROUTING:** After all three sections are completed, submit original to the Student Accounts Office and retain a copy for your records.