Policy:
The B-140 Tuition Assistance Program waives employee partial tuition expenses for credit-bearing course work taken at SUNY Institutions. This program is on a first come basis and available to waive a percentage of a max of two courses per semester (fall, winter, spring, summer). Funding for the program is limited and renewed on a fiscal year basis (July).

Eligibility:
You are eligible to participate in the program if you are active on payroll when the course is scheduled to commence. Research Foundation employees are eligible. All applicants must have 6 months of continued service from hire date. If your negotiating unit supplies a tuition benefit, that benefit must be used prior to your participating in the B-140 Tuition Assistance Program. Documentation of other tuition support requests/payments is required.

UUP Tuition Assistance Program

PEF Workshop and Seminar Reimbursement (WSR) Programs

NYS & CSEA Partnership Tuition Benefits

Benefit:
The B-140 Tuition Assistance Program varies in the amount of support based on if you are full-time or part-time. The employee is responsible for remaining tuition and all other fees. Late fees and/or cancellation fees are not covered.

<table>
<thead>
<tr>
<th></th>
<th>Percent Waived</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Full-Time Employees (100%)</td>
<td>75%</td>
<td>First Course</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>Second Course</td>
</tr>
<tr>
<td>Part-Time Employees (&lt;100%)</td>
<td>50%</td>
<td>First Course</td>
</tr>
<tr>
<td></td>
<td>25%</td>
<td>Second Course</td>
</tr>
</tbody>
</table>

If you drop the course, then the waiver is void and the individual is responsible for the full cost and fees associated with the course.
Procedure:
1. Register for the course.
2. Obtain a B-140 Tuition Assistance Program Waiver Form from the Office of Human Resources website (see link below).
3. Complete Part I (numbers 1-10)
4. Obtain supervisor approval in Part II (number 11)
5. Obtain employing units personnel office approval (State or Research Foundation) in Part II (number 12)
6. Submit the B-140 Waiver form to the Office of Human Resources. Your eligibility will be verified and Part II and Part III completed.
7. The B-140 Waiver will be forwarded to the Office of Student Accounts if you are taking the course at Oswego. If you take the course at another SUNY, the form will be emailed to you after it is signed.

Deadlines:

| Fall: August 10th | Winter: December 10th | Spring: January 10th | Summer: May 10th |

B-140 Tuition Assistance Form

If you have any questions about any of the Tuition Assistance Programs, please contact the Office of Human Resources at 315-213-2230, 201 Culkin Hall, or email hr@oswego.edu.