State employees represented by UUP are eligible to receive tuition assistance for one course per semester and special session (summer session and winter session), pending on a space limited basis.

**Employee Eligibility**

State employees represented by UUP. Both full time and part time employees are eligible.

Applicants must maintain their employment status at the University for the duration of the course specified.

**Employee Responsibility**

Employees must pay all fees associated with the course.

Employees must meet course prerequisites.

**Process for first time Oswego students:**

First, create an account at http://myoswego.oswego.edu. Under “Registration Links”, go to “Graduate New Student Non Degree Applicants” and complete the application. Submit. In a few days you will receive an Oswego ID# along with a password with instructions for how to register for your course.

**Please return this completed form to:**

SUNY Oswego
Human Resources
201 Culkin Hall
Oswego, NY 13126
Telephone: 315-312-2230
Fax: 315-312-6333

Or via email:
hr@oswego.edu

Please return form to HR as soon as possible but no later than the following dates:

Fall-August 10th   Winter-December 10th   Spring-January 10th   Summer-May 10th
UUP Program for Tuition Assistance

State employees represented by UUP are eligible to receive tuition assistance for one course per semester, and special session, for example, summer session and winter session.

Procedure for Course Enrollment:

- **To obtain the form online:**
  [http://www.oswego.edu/administration/human_resources/info.html](http://www.oswego.edu/administration/human_resources/info.html)

- **To request the form via email, contact:**
  - Email the UUP Office at uup@oswego.edu
  - Or email the HR Office at hr@oswego.edu

- Take the completed UUP Waiver Form to the Human Resources Office; the Human Resources Office will sign and forward the UUP Waiver Form to the Student Accounts Office.

- Employees are responsible for registering for the course for which they are seeking a waiver as well as any other course(s) that they wish to take during the semester or session.

- There will be some fees, which vary depending on the course, the location, and the time of year the course is offered (regular semester vs. summer courses). The fees can include technology fee, health fee, Student Association fee, and campus fee, which you can pay while at the Student Accounts Office or the Student Accounts Office will bill you.

For questions contact:

- UUP Oswego Chapter Office: 315-312-3263
- Human Resources Office: 315-312-2230
- Student Accounts Office: 315-312-2225

December 1, 2016