MEMORANDUM

TO: Full-Time Employees on West Campus and HSC

FROM: Employee Benefits Department

SUBJECT: Employee Tuition Waiver Program/Spring 2019 Semester

DATE: November 2018

The State University of New York has a tuition assistance policy that supports employee initiatives to acquire and maintain career-related knowledge, skills and abilities. The following memorandum gives you eligibility information and instructions about the tuition waiver program.

Due to the pending budget cuts, it is not known if the State will provide funds for the Spring 2019 semester. Please note that if we do not receive the funds, you will be responsible to cover the cost of the course that you have taken. If you submit your application, you will be notified directly if funds are not made available.

ELIGIBILITY

• You must be a full-time State or Research Foundation employee.
• The course must be taken at a SUNY-operated campus (not applicable for Community Colleges).
• The course must be credit-bearing (up to 3 credits per semester may be waived at approximately 30% - 50%). This waiver program is subject to the availability of state funding. You may choose to enroll in the course and submit this waiver to Student Accounts but, if we do not receive State funding, your waiver will be voided and you will be responsible for the full cost of the course.
• The course must be career-related or working toward a degree.

PROCEDURE

• Return the completed application to Human Resource Services/Benefits, Z=0751 on or before Friday, December 21, 2018 for approval. Applications received after this date will be placed on a waiting list.
• Once your waiver is reviewed and processed, you will receive an email with the approved waiver amount by Friday, January 11, 2019.
• HRS-Benefits will submit your approved waiver to Student Accounts if you are taking the course at Stony Brook. If you are attending another SUNY school, you will receive the approved waiver via email, and you must bring it to the Student Accounts office at the school.
• According to IRS Regulations in effect for the tax year in which tuition assistance is received, you may be taxed on the amount of assistance received.

Our funds are limited, so it is very important that individuals not using approved waivers return them to us immediately. Employees who drop courses after the University’s “drop/add” period will be fully responsible for tuition liability incurred.

You may print the application from our website at https://goo.gl/nVBYS5. If you have any question please call 631-632-6180.