



## **B140-W SUNY Application for Tuition and Fee Assistance Instructions**

*Prior to submitting a B140 application, an employee should pursue their bargain unit specific tuition benefits (i.e. UUP Space available waiver, CSEA LEAP, etc.). These benefits are typically more advantageous to the employee.*

### **Eligible Employees**

Applicant must be an employee of SUNY Cortland at the time the course begins and ends. Full time and part time employees who work at least 50% are eligible. Employees must have at least six months of cumulative service prior to the beginning of the course for which they have applied.

Part-time faculty members must submit an additional statement from their Department Chair or Director certifying that the course is part of a training program for improved performance in employee's current position. Eligible part-time employees are granted an award on a pro-rata basis.

Since all aspects of the program presume a benefit to the University through an improved level of education, there must be a reasonable expectation that University service will be continued beyond the period of the instruction.

### **Eligible Courses**

The waiver may be applied to any SUNY-sponsored, credit-bearing course. Assistance is available for up to eight credit hours per semester or session not to exceed 15 credit hours per academic year as long as funding lasts. Refer to the appropriate semester Course Offerings (master schedule for registration deadlines, tuition and refund policies).

### **Course Withdrawal/dropped or Employee Termination**

Termination of employment during the semester of course enrollment will result in full tuition liability. Additionally, the maximum benefit will not exceed the total employee cost of a course.

If the course is dropped for which a waiver has been approved, the Office of Human Resources must be notified. Withdrawal from class after awards are made will result in employee responsibility for any tuition and late fee.

### **APPLICATION DEADLINES**

Session	Deadline
Summer 2021	May 26, 2021
Fall 2021	September 6, 2021
Winter 2022	December 29, 2021
Spring 2022	January 31, 2022
Summer 2022	May 30, 2022

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

B140 awards are processed twice a year, as reimbursement payments. Fall and winter awards are processed together at the end of winter sessions, and spring and summer awards are processed together at the end of summer sessions.

**Reimbursements will be made as soon as the funds are available.**