



STATE UNIVERSITY OF NEW YORK

B-140W APPLICATION FOR TUITION AND FEE ASSISTANCE

C2004-583 (Rev.11/09)

PART I APPLICATION: Please complete PART I ONLY. Forward one copies to the appropriate officer at the campus where you are employed. Retain one copy for your records. (Separate application to be made for each semester.)

- 1. Applicant's Name
2. Campus Where Employed 3. Payroll Title
4. Present Employment Status (check one)
5. To be completed by University employees on State Payroll only.
6. Highest Degree Earner 7. Name of Instructing Campus
8. Please describe proposed education program (reason for taking courses listed below).

9. List courses for which approval is requested by this application: (Approval of this request for SUNY tuition may justify a refund if tuition has already been paid. Laboratory and/or instructional fees may be included. College Fee, Student Activity Fee and other non-instructional fees are not allowed).

Table with 7 columns: Course Name(s), Catalog Number, Semester and Year, Credit Hours, Cost of Each Course, % of Support Requested, Amount of SUNY Assistance Requested for Each Course (\$ Total)

10. I HEREBY APPLY FOR TUITION (AND FEE IF APPLICABLE) ASSISTANCE AS STATED ABOVE AND DECLARE MY INTENTION OF RETURNING TO MY PRESENT POSITION. I UNDERSTAND THAT I MUST SATISFACTORILY COMPLETE THESE COURSES TO BE ELIGIBLE FOR TUITION WAIVER. Signature DATE

PART II. To Be Completed by Appropriate Officers at Employing Campus: Complete Part II and If instruction will be given at employing unit proceed with campus internal policy for Part III approval. If instruction will be given at another SUNY unit, forward 3 copies to instructing unit. 11. AUTHORIZATION BY APPLICANT'S SUPERVISOR (Chair or Director) 12. VERIFICATION BY EMPLOYING UNIT'S HR OFFICE. 13. APPROVAL OF CHIEF ADMINISTRATIVE OFFICER: Application Approved for % level of support for a total amount of \$ to be waived Application Disapproved because Authorized Signature Date (pink copy to be utilized for employing unit pending copy)

PART III. INSTRUCTIONG CAMPUS (State-operated SUNY) Complete Part III and Forward 2 copies (white and green) to employing campus (yellow copy retained by Student Accounts Office of instructing campus). Application approved. Total Amount Waived \$ Disapproved as submitted because Authorized Signature Date

PART IV. Employing campus final action – Record disposition of application and distribute Affirmative Action (green) per internal procedures.