

CUNY EMPLOYEE TUITION FEE WAIVER

(SEMESTER)

(COLLEGE TO ATTEND)

This is to certify that	
	College
in the title of	, title code #, date of
appointment an	d may be considered for a tuition waiver as follows:
FULL-TIME INSTRUCTIONAL TITLE (Includes Classified Managerial Titles)	CS (Teaching and Non Teaching) (1,2)
Undergraduate courses	Graduate courses (6 credits maximum)
ADJUNCT TEACHING TITLES (2)	
One (1) course, may be und	lergraduate or graduate
FULL-TIME CLASSIFIED TITLES (Civ	vil Service)
Gittleson (3):	
Undergraduate courses	Graduate courses (6 credits maximum)
White Collar (Other than Gittleson) ⁽³⁾ :	
Undergraduate courses	Graduate courses (3 credits maximum)
Blue Collar (Custodial, Stores, and Secu	urity) ⁽⁴⁾ :
	Graduate courses (3 credits maximum)
Skilled Trades (Section 220) ⁽¹⁾ :	
Undergraduate courses only	
New York to university and college administrators re disclosure is to ensure that my time and leave records signature also signifies my understanding that under	class registration and attendance records at any unit of The City University of esponsible for my employment and work performance. The purpose of this accurately reflect those authorized classes attended during working hours. My Internal Revenue Code Sec 127, the tuition assistance that I receive shall be enefit exceeds the \$5,250 threshold and is for non job-related undergraduate or lition fringe benefit exclusion.
Single Annual Control of the Control	Address:
Signature of Employee Date	
SS#:	
A. College of Employment:	

MANAGEMENT CERTIFICATION

Undergraduate and Graduate Level Course(s) Above the \$5,250 Threshold Job Related or Meets The "Working Condition Fringe Benefit" Exclusion

TO BE COMPLETED BY EMPLOYEE:

Employee Name:	College of Employment:
Title Name & Code Number:	College of Enrollment:
Undergraduate Course	Graduate Course
Name & Number:	Name & Number:
Course Description:	Course Description:
How is it job related?	How is it job related?
Undergraduate Course	Graduate Course
Name & Number:	Name & Number:
Course Description:	Course Description:
How is it job related?	How is it job related?
I attest to the accuracy of all the information given. Employee Signature & Date:	
Undergraduate Course	Graduate Course
Name & Number:	Name & Number:
Taxable []Yes []No	Taxable []Yes []No
If not, how is it job related?	If not, how is it job related?
, <u> </u>	
If not, how does it meet the working condition exclusion?	If not, how does it meet the working condition exclusion?
Undongraduate Course	Graduate Course
Undergraduate Course Name & Number:	N. 0 N. 1
Taxable []Yes []No	Taxable []Yes []No
If not, how is it job related?	If not, how is it job related?
If not, now is it job related:	If not, now is it job related:
If not, how does it meet the working condition exclusion?	If not, how does it meet the working condition exclusion?
Signature & Date:	
Name & Title:	
Name & Title: Designated Man	nagement Representative
TO BE COMPLETED BY COLLEGE OF EMP	LOYMENT
Signature & Date:	
Name & Title:	R Director / Designee
П	C DITCHOL / Designed

TUITION WAIVER

				SPRING _	
				FALL	
				SUMMER	
NAME:					
SCHOOL:					
GRADUNDER	GRAD				
guidelines. I am aware that I ma	ny not alter my work apervisor and the Pe	x schedule in ordersonnel Officer.	ler to enroll in cours	h established CUNY ses without prior writte y primary responsibilit	
-		_	FORE OR ENDING A	FTER NORMAL WORK I	DAY.
SECTION#	DESCRIPTIVE TITLE	DAYS OF WEEK		<u>CREDIT</u> <u>WEIGHT</u>	
1.					
2.					
3.					
4.					
	(Continue	e on reverse if m	ore space is needed)	
Date	_		-	Employee Signature	
Approval of supervi	sor Yes	No			
			Dep. Chairperso	on or Supervisor Signat	ture
Approval of Personr				0.00	
Deduct Posted	Date from Annual Leave		Personnel	Officer	
Waiver Letter sent					

FAILURE TO COMPLETE AND SUBMIT THIS FORM PRIOR TO REGISTRATION FOR COURSES WILL RESULT IN YOU NOT BEING ISSUED A WAIVER FOR TUITION AND FEES LATER.

Employee Category	Service Requirements	Course Type and Credit Limits	Summer Session
Instructional Staff	1 year - undergraduate / none - graduate	Undergraduate - no limit / Graduate - 6 credits	no
Classified Managerial	1 year - undergraduate / none - graduate	Undergraduate - no limit / Graduate - 6 credits	no
Adjunct Teaching Titles	10 consecutive semesters	1 course - may be undergraduate or graduate	no
Gittleson Titles	6 months	Undergraduate - no limit / Graduate - 6 credits	yes - undergraduate only
Classified White Collar	1 year	Undergraduate - no limit / Graduate - 3 credits	yes - undergraduate only
Classified Blue collar	1 year	Undergraduate - no limit / Graduate - 3 credits	yes - undergraduate only
Skilled Trades	1 year	Undergraduate only - no limit	yes

REFERENCES

- 1. Board of Trustees Resolution, Cal No. 7, January 28, 1980
- 2. CUNY-PSC Agreement, Article 29

- 3. CUNY Non-instructional Clerical, Administrative, and Professional Employees Agreement, Article V
- 4. CUNY Custodial, Stores-stock, and Security Employees Agreement, Article V

B. College of Enrollment	C. College of Employment HR Office	D. College of Employment Payroll Office
Certification of enrollment	Reviewed by:	
Callaga	HR Director / Designee	Signature of Payroll Officer / Designee
College:		
	Date	Date Processed
(course name & number)	No Payroll Action Necessary	
	[] to ray on recovery	
(course name & number)	[] Forwarded to Payroll Office for Action	
Tuition Fee Total: \$		
	Date sent to Payroll Office	
Registrar / Designee Name		
Registrar / Designee Signature		

^{*} Please forward the completed form to the HR Director at your College, who will forward to HR Director at College of Employment.