PROCEDURES FOR CUNY EMPLOYEES
TUITION FEE WAIVER

PLEASE READ BEFORE COMPLETING THE TUITION FEE WAIVER FORM (OFSR 305)

As part of the "Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)," which was signed into law on June 7, 2001, Section 127 of the Internal Revenue Code was extended permanently for both graduate and undergraduate courses, effective January 1, 2002. This benefit enables employers to assist workers to further their education at a cost of up to $5,250 per year tax free, whether or not the course is job-related.

NOTE: CUNY eligible employees are hereby advised that undergraduate and graduate level courses in which they enroll in using the CUNY Employee Tuition Fee Waiver Form OFSR 305, may be reportable as wages and subject to withholdings if educational assistance benefits exceed the $5,250 threshold are non job-related and do not meet the requirements of the "working condition fringe benefit" exclusion. To meet the requirements of "working condition fringe benefit" exclusion the course must: 1) maintain or improve skills that an employee is required to have for employment; and 2) be expressly required by the employer, or is legally required in order to retain an established employment relationship, status or rate of compensation. Moreover, the course must: 1) not be for the purpose of satisfying the minimum educational requirements to qualify for employment; and/or 2) not to qualify the employee for a promotion or transfer to a new trade or business.

PROCEDURES:

A. Obtain the CUNY Employee Tuition Fee Waiver (Form OFSR 305) from the HR Office of the College of Employment. Failure to submit a completed Form OFSR 305 to the HR Office of the college of employment may result in the inclusion of the value of your tuition assistance as wages.

B. Submit the completed Form OFSR 305 to the registrar at the College of Enrollment who will complete the registration certification portion of the waiver form and forward a copy of the waiver form to the HR Director at the College of Enrollment. In addition, a copy must be submitted to the Bursars at the College of Enrollment.

C. The HR Director at the College of Enrollment will forward the OFSR 305 form to the HR Director at the College of Employment.

D. You must submit to the College of Employment evidence of enrollment, including the Management Certification, bursar's receipt and the course description, in order to ascertain whether the course you are taking is taxable. The management representative designated by your college will use the University Accounting Office guidelines to determine whether the course you are taking is job related.

E. If the educational benefit exceeds the $5,250 threshold and the course is determined to be non-job related and does not meet the working condition fringe benefits exclusion within the Internal Revenue and University Accounting Office guidelines, the HR Director of the College of Employment will so advise the Payroll Office so that the actual dollar amount of the tuition fee that has been waived will then be reported as wages and be subject to tax withholding. The determination will be recorded on the reverse side of this form.

F. A copy of your certified Form OFSR 305 with a record of transmittal to Payroll will be kept on file at the HR office at your College of Employment. You may request to obtain a copy for your records.

IF YOU ADD OR DELETE A COURSE PLEASE SUBMIT THE APPROPRIATE DOCUMENTATION IMMEDIATELY TO THE HR OFFICE OF YOUR COLLEGE OF EMPLOYMENT.

OFSR 305G Updated September 2005 (OVER)
TUITION WAIVER

SPRING ___
FALL ___
SUMMER ___

NAME:__________________________
SCHOOL:________________________
GRAD______ UNDERGRAD.______

I request permission to take the following courses and agree to conform with established CUNY guidelines.
I am aware that I may not alter my work schedule in order to enroll in courses without prior written approval from my supervisor and the Personnel Officer. I recognize that my primary responsibility is the performance of full time duties to which I am assigned.

LIST ALL COURSES INCLUDING THOSE COMMENCING BEFORE OR ENDING AFTER NORMAL WORK DAY.

<table>
<thead>
<tr>
<th>SECTION#</th>
<th>DESCRIPTIVE TITLE</th>
<th>DAYS OF WEEK</th>
<th>TIME OF COURSE</th>
<th>CREDIT WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
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</tbody>
</table>

(Continue on reverse if more space is needed)

__ Date ________________  __ Employee Signature ________________

Approval of supervisor Yes______ No______ Date ________________  __ Dep. Chairperson or Supervisor Signature ________________

Approval of Personnel Officer ________________ Date ________________  __ Personnel Officer ________________

Deduct ________ from Annual Leave Balances
Posted_________
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.
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
Name & Number: ___________________________
Course Description: ___________________________
How is it job related? ___________________________

Graduate Course
Name & Number: ___________________________
Course Description: ___________________________
How is it job related? ___________________________

Undergraduate Course
Name & Number: ___________________________
Course Description: ___________________________
How is it job related? ___________________________

Graduate Course
Name & Number: ___________________________
Course Description: ___________________________
How is it job related? ___________________________

I attest to the accuracy of all the information given.
Employee Signature & Date: ___________________________

TO BE COMPLETED BY MANAGEMENT REPRESENTATIVE: [HR]

Undergraduate Course
Name & Number: ___________________________
Taxable [ ] Yes [ ] No
If not, how is it job related? ___________________________
If not, how does it meet the working condition exclusion? ___________________________

Graduate Course
Name & Number: ___________________________
Taxable [ ] Yes [ ] No
If not, how is it job related? ___________________________
If not, how does it meet the working condition exclusion? ___________________________

Undergraduate Course
Name & Number: ___________________________
Taxable [ ] Yes [ ] No
If not, how is it job related? ___________________________
If not, how does it meet the working condition exclusion? ___________________________

Graduate Course
Name & Number: ___________________________
Taxable [ ] Yes [ ] No
If not, how is it job related? ___________________________
If not, how does it meet the working condition exclusion? ___________________________

Signature & Date: ___________________________

Name & Title: ___________________________ Designated Management Representative [Human Resources]

TO BE COMPLETED BY COLLEGE OF EMPLOYMENT

Signature & Date: ___________________________

Name & Title: ___________________________ HR Director / Designee

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

**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**

Certification of enrollment

College: ____________________________
 coursework name & number
 coursework name & number
 Tuition Fee Total: $______________

Registrar / Designee Name
 Registrar / Designee Signature

**C. College of Employment HR Office**

Reviewed by:
 HR Director / Designee

Date

[ ] No Payroll Action Necessary
[ ] Forwarded to Payroll Office for Action

Date sent to Payroll Office

**D. College of Employment Payroll Office**

Signature of Payroll Officer / Designee

Date Processed

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

Form OFSR 305 (reverse) Updated September 2005