



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 5/13/09
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TO: The College Community

SUBJECT: Employee Tuition Waivers – SUNY Courses

The College anticipates receiving its annual allocation for SUNY tuition waivers for full-time faculty and staff for Fall 2009 and Spring 2010. These waivers may be used only for courses taken at ESF or another campus of State University. Courses taken at community colleges are not eligible for this support.

So that a fair and equitable distribution of this waiver pool may be granted, all requests for Fall 2009 waivers must be received and reviewed before the Fall registration period closes. Available funding continues to be limited and, due to demand, waivers will likely cover only a portion of the full tuition amount. Your completed B-140 application implies that the course(s) will be taken regardless of whether funds are available in the waiver pool. Therefore, you should apply for a waiver and register only for those courses for which you are willing to take full financial responsibility, and your registration must be complete by the date indicated below.

Employees planning to register for graduate courses should note that the value of any graduate tuition waiver may be counted as taxable income.

Tuition waiver forms (B-140 Application for Tuition and Fee Assistance) are available in the Human Resources Office, 216 Bray Hall, and should be returned to that office following completion of the form and authorization by your supervisor. In order to receive consideration for the maximum available waiver, your request must be received in the Human Resources Office by close of business **Wednesday, August 26, 2009**.