



STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
CFO & Vice President for Administration **DATE:** 1/14/2019
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TO: The College Community

SUBJECT: Employee Tuition Waivers – SUNY Courses Spring 2019

A portion of the annual pool for tuition waivers for full-time faculty and staff remains available for spring semester courses. 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. Decisions on granting individual waivers will be based on SUNY Administrative Policy No. 8205.

Available funding continues to be quite limited and, due to demand, approved 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.

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 at, <http://www.esf.edu/au/> and should be returned to Bev Gracz, Human Resources Office, 216 Bray Hall following completion of the form and authorization by your supervisor. So that a fair and equitable distribution of the anticipated waiver pool may be granted, your request for the spring semester must be received in the Human Resources Office by **Friday, January 18, 2019**. **Your course registration must be complete by that date as well.**