



STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

ADMINISTRATIVE UPDATE

FROM: Rebecca Hoda-Kearse
Executive People Officer

DATE: 09/01/2022
VOL. 2022
NO. 4

TO: The College Community

SUBJECT: Employee Tuition Waiver – SUNY Courses Fall 2022

A portion of the annual pool for tuition waivers for full-time faculty and staff remains available for fall semester courses. These waivers may be used only for courses taken at ESF or another campus of the 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. The completed B-140 application implies that the course(s) will be taken regardless of whether funds are available in the waiver pool. Therefore, employees should apply for a waiver and register only for those courses for which they 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 form (B-140 Application for Tuition and Fee Assistance) is attached. Following completion of the forms and authorization by the employee's supervisor, please return to the Human Resources Office, 216 Bray Hall, so that a fair and equitable distribution of the anticipated waiver pool may be granted. Employee's request for the fall semester must be received in the Human Resources Office by **Monday, September 12, 2022**.