

# **CUNY EMPLOYEE TUITION FEE WAIVER**

(COLLEGE TO ATTEND)

(SEMESTER)

WAIVED. THIS WAIVER IS VALID ONLY	FEES. NON-INSTRUCTIONAL FEES AND STUDENT ACTIVITY FEES FOR THE SEMESTER INDICATED ABOVE, AT THE COLLEGE IN OR SERVICE REQUIREMENTS, SUMMER SESSION APPLICABIL	DICATED
This is to certify that		
is currently employed at		College
in the title of	, title code #	_, date of
appointment	and may be considered for a tuition waiver as follows:	
<u>FULL-TIME INSTRUCTIONAL TI</u> (Includes Classified Managerial Title	<u>TLES</u> (Teaching and Non Teaching) <sup>(1,2)</sup> es)	
Undergraduate courses	Graduate courses (6 credits maximum)	
ADJUNCT TEACHING TITLES <sup>(2)</sup>		
One (1) course, may be	e undergraduate or graduate	
<b>FULL-TIME CLASSIFIED TITLES</b> Gittleson <sup>(3)</sup> :	(Civil Service)	
Undergraduate courses	Graduate courses (6 credits maximum)	
White Collar (Other than Gittleson)	) <sup>(3)</sup> :	
Undergraduate courses	Graduate courses (3 credits maximum)	
Blue Collar (Custodial, Stores, and	Security) <sup>(4)</sup> :	
Undergraduate courses	Graduate courses (3 credits maximum)	
Skilled Trades (Section 220) <sup>(1)</sup> :		
Undergraduate courses o	nly	
New York to university and college administrat disclosure is to ensure that my time and leave rec signature also signifies my understanding that u	of my class registration and attendance records at any unit of The City U cors responsible for my employment and work performance. The purp cords accurately reflect those authorized classes attended during working inder Internal Revenue Code Sec 127, the tuition assistance that I recei the benefit exceeds the \$5,250 threshold and is for non job-related underg g condition fringe benefit exclusion.	oose of this hours. My ve shall be
	Address:	
Signature of Employee D	Date	
SS#:		
A. College of Employment:		
	Date:	
(College HR Director /	Designee, signature)	
	(Print Name and Title)	

### 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:	
TO BE COMPLETED BY MANAGEMENT RE	PRESENTATIVE:
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?
If not, how does it meet the working condition exclusion?	If not, how does it meet the working condition exclusion?
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?
If not, how does it meet the working condition exclusion?	If not, how does it meet the working condition exclusion?
Signature & Date:	
Name & Title:	
-	agement Representative

## TO BE COMPLETED BY COLLEGE OF EMPLOYMENT

Signature & Date:\_\_\_\_\_

Name & Title:

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

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

C. College of Employment HR Office	D. College of Employment Payroll Office	
Reviewed by:		
HR Director / Designee	Signature of Payroll Officer / Designee	
Date	Date Processed	
[] No Payroll Action Necessary		
[ ] Forwarded to Payroll Office for Action		
Date sent to Payroll Office		
	Reviewed by: HR Director / Designee Date [ ] No Payroll Action Necessary [ ] Forwarded to Payroll Office for Action	

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.