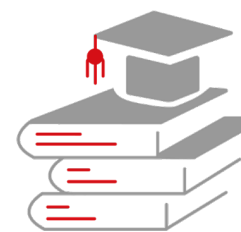


CUNY Employee Tuition Waiver

Dear Employees:

Congratulations on your decision to advance your professional development by enrolling and attending classes at one of the CUNY Colleges. Tuition may be waived for undergraduate and graduate courses at any of the CUNY Colleges.



WHO IS ELIGIBLE?

Refer to the chart at the right. Eligibility is based on:

- Course availability
- Employee category/title and amount of service
- The semester registered for
- The number of credits attempted

WHO IS NOT ELIGIBLE?

Part-time titles such as College Assistants, IT Hourlies, and Non-Teaching Adjuncts (except for Teaching Adjuncts with at least 10 consecutive semesters, not including summer).

WHAT IS NOT COVERED?

Waivers are applied to tuition charges only and does not cover:

- Student Activity, Consolidated or Information Technology Fees
- Late payment fees
- Late registration fees or other related fees
- Winter sessions

WHO CAN I CONTACT?

Please call the Office of Human Resource Services at 718-951-5377 or stop by 1219 Boylan Hall to speak to Lynda Sobieski, Juliet Manragh, or Selyna Quinones-Gomez.

Employee Category	Service Requirement	Course Type and Credit Limits	Summer Session
Instructional Staff	1 year – Undergraduate	Undergraduate – no limit Graduate – 6 credits	No
	None – Graduate		
Classified Managerial	1 year – Undergraduate	Undergraduate – no limit Graduate – 6 credits	No
	None – Graduate		
Adjunct Teaching Titles	10 consecutive semesters	1 course – may be Undergraduate or Graduate	No
Gittleston Titles	6 months	Undergraduate – no limit	Yes – undergraduate only
		Graduate – 6 credits	
Classified White Collar	1 year	Undergraduate – no limit	Yes – undergraduate only
		Graduate – 3 credits	
Classified Blue Collar	1 year	Undergraduate – no limit	Yes – undergraduate only
		Graduate – 3 credits	
Skilled Trades	1 year	Undergraduate only – no limit	Yes

HOW DO I OBTAIN A TUITION WAIVER?

1. SUBMIT YOUR CLASS SCHEDULE AND BILL TO HRS

Employees must submit a copy of their CUNY class schedule and bill for the respective semester/term to the Office of Human Resource Services (1219 Boylan Hall) prior to their payment due date to avoid the cancellation of your classes.

2. HR REVIEWS AND PROCESS TUITION WAIVER

The HRS approver will review and process the tuition waiver. Once the waiver is processed, HRS will contact the employee to review, sign, and pick-up the waiver.

3. EMPLOYEE SUBMITS WAIVER TO BURSAR'S OFFICE

The employee must submit the tuition waiver to their respective CUNY College's Bursar's Office for further processing.