

# UUP SPACE AVAILABLE TUITION-FREE WAIVER

(Must be completed in full or will be returned to employee)

Name \_\_\_\_\_ Banner # \_\_\_\_\_

Employing Campus \_\_\_\_\_ Instructing Campus \_\_\_\_\_

Title \_\_\_\_\_ Office Phone \_\_\_\_\_

Discipline Code	Course and Section	Semester and Year	Credit Hours	Date Registered	Course Level
					<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

Have you submitted a B140 Tuition Waiver application for this term? Yes \_\_\_ No \_\_\_

I certify that the course listed above does not incur an expense to the College at Brockport.

I certify that I have read the policy guidelines for using a UUP Space Available Waiver. I understand that I may register for the course beginning on non-matriculated student registration date but before the first day of classes (<http://www.brockport.edu/registrar/dates/>).

Registration after the first day of classes will require a permission key number from the Instructor. Enter permission key number here if applicable \_\_\_\_\_.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Human Resources:

This certifies that the applicant is currently covered under article 49 of the UUP Agreement and is eligible for one course, tuition free, on a "Space Available" basis.

\_\_\_\_\_  
Human Resources Representative Date \_\_\_\_\_

### Registration & Records:

Credit Hours \_\_\_\_\_ Registration Date \_\_\_\_\_ (On or after non matriculated registration date)

Completed by \_\_\_\_\_ Date \_\_\_\_\_

### Student Accounts:

Tuition Waived \$ \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Completion

### Before Application:

1. You must complete any forms necessary with Undergraduate Admissions, Graduate Admissions, or The Graduate School prior to application for a UUP Space Available Waiver.
2. You must meet course prerequisites.
3. All fees other than tuition will be paid by the employee.
4. You may not take advantage of a UUP Waiver if you have outstanding holds on your account.

### Procedure:

1. Register for the course on or after the non-matriculated student registration date but before the first day of classes. Registration after the first day of classes will require a permission key number from the instructor.
2. Complete the personal information section and the course information section.
3. Certify you have read the policy guidelines and sign and date the form.
4. Submit the UUP Space Available Waiver Form to the Office of Human Resources, 4<sup>th</sup> floor Allen Administration building for approval. **Waivers are due in the Office of Human Resources no later than the end of the first week of classes.**
5. The Office of Human Resources will verify if you are an active employee at the time classes start and are represented by the UUP Bargaining Unit during the academic term or session you are using the waiver for.
6. The UUP Space Available Waiver Form will be routed to Registration and Records and Student Accounts by the Office of Human Resources.
7. If you are a College at Brockport employee taking a course at another SUNY school, check with the instructing campus via their website, Office of Human Resources or Registration Office to confirm if they require you to use their UUP Space Available Application.