

## UUP Program for Tuition Assistance

State employees represented by UUP are eligible to receive tuition assistance for one course per semester, and special session, for example, summer session and winter session.

### **Procedure for Course Enrollment:**

- **To obtain the form online:**  
[http://www.oswego.edu/administration/human\\_resources/info.html](http://www.oswego.edu/administration/human_resources/info.html)
- **To request the form via email, contact:**
  - Email the UUP Office at [uup@oswego.edu](mailto:uup@oswego.edu)
  - Or email the HR Office at [hr@oswego.edu](mailto:hr@oswego.edu)
- Take the completed UUP Waiver Form to the Human Resources Office; they will hold the form until it is determined that the course meets the enrollment threshold.
- If there is seating available for you, the Human Resources Office will sign and forward the UUP Waiver Form to the Student Accounts Office.
- There will be some fees, which vary depending on the course, the location, and the time of year the course is offered (regular semester vs. summer courses). The fees can include technology fee, health fee, Student Association fee, and campus fee, which you can pay while at the Student Accounts Office or the Student Accounts Office will bill you.
- Employees are responsible for registering for the course for which they are seeking a waiver as well as any other course(s) that they wish to take during the semester or session.

### **For questions contact:**

- UUP Oswego Chapter Office: 315-312-3263
- Human Resources Office: 315-312-2230
- Student Accounts Office: 315-312-2225

# UUP Tuition Waiver



\_\_\_\_\_  
Semester

\_\_\_\_\_  
Sunny Oswego ID

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

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

\_\_\_\_\_  
Sunny Oswego Human Resources Representative for Verification

State employees represented by UUP are eligible to receive tuition assistance for one course per semester and special session (summer session and winter session), pending on a space available basis.

## Employee Eligibility

State employees represented by UUP. Both full time and part time employees are eligible.

Applicants must maintain their employment status at the University for the duration of the course specified.

## Employee Responsibility

Employees must pay all fees associated with the course.

Employees must meet course prerequisites.

Employees are responsible for registering for each course.

## Process for first time Oswego students:

First, create an account at <http://myoswego.oswego.edu>. Under "Registration Links", go to "Graduate New Student Non Degree Applicants" and complete the application. Submit. In a few days you will receive an Oswego ID# along with a password with instructions for how to register for your course.

## Please return this completed form to:

SUNY Oswego  
Human Resources  
201 Culkin Hall  
Oswego, NY 13126  
Telephone: 315-312-2230  
Fax: 315-312-6333

Or via email:  
[hr@oswego.edu](mailto:hr@oswego.edu)

### Course Information

\_\_\_\_\_  
Crn #

\_\_\_\_\_  
Course (e.g. CHE100)

\_\_\_\_\_  
Section #

\_\_\_\_\_  
Credit Hours

Please return form to HR as soon as possible but no later than the following dates:

Fall- 8/10      Winter 12/10      Spring- 1/10      Summer- 5/10