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[Academic Affairs](#)

**Policy Title:**

Waiver of Tuition for Specified Appointees, Policy on

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This policy item applies to:  
State-Operated Campuses  
Statutory Colleges

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**Summary**

This policy outlines waiver of tuition for specified appointees (fellows, interns, graduates assistants, teaching assistants, research assistants and part-time faculty members) of the State University of New York (University).

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**Policy**

A. Fellows, Interns, Graduate Assistants, Teaching Assistants, Research Assistants

1. Up to full tuition for an academic term may be waived by the president or duly designated representative at any unit of the University campus for any enrolled graduate student:
  - a. holding an appointment as that unit as a fellow or intern; or
  - b. employed at that unit during that term as a graduate assistant, teaching assistant or research assistant.
2. Graduate students who are receiving grants from the [Research Foundation of State University of New York](#) shall be deemed to be graduate assistants as that term is used in A.1.b.
3. Students described in sections A.1 and A.2. above who are eligible for New York State Tuition Assistance Program (TAP) funds and State University Student Assistance (SUSTA) [for Buffalo Law and Pharmacy students] must apply for those benefits. The amount of tuition to be waived will be reduced by the amount of the awards granted under TAP and any tuition paid or payable under the terms of any grant or contract.
4. The following students who are clearly ineligible for TAP funds are not required to file tuition assistance program applications:

- a. foreign students;
- b. out-of-state residents;
- c. graduate assistants not certifiable as being in full-time attendance [see Definitions section below];
- d. financially dependent students independent students who are married or have tax dependents with a NY net taxable family income exceeding \$20,000; or
- e. financially independent students who are single and have not tax dependents with a NY net taxable income of \$5,667 or more.

NOTE: Foreign students and out-of-state residents shall file a written statement giving reasons in sufficient detail to clearly demonstrate ineligibility for TAP funds. A graduate student who cites either A.4.d or A.4.e as reason for not filing for TAP funds must substantiate the claim by producing appropriate income tax records or by submitting an affidavit in the form provided in Appendix A.

#### B. Part-time Faculty Members

A maximum of six (6) credit hours a term may be waived by the campus president or duly designated representative at any unit of the University for any person employed as a part-time faculty member in any unit of the University who is enrolled in a course of instruction approved by his appointing officer as part of a training program for improved performance in his/her position.

NOTE: A part-time faculty member may receive a waiver of tuition at a unit of the University other than the unit at which he/she is employed.

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## Definitions

(From NYS Department of Education Commissioner's Regulations [Subpart 145-2 Educational Requirements for Awards and Loans](#))

**Full-time attendance** – full-time study, where required by law, shall mean enrollment for at least 12 semester hours for a semester of not less than 15 weeks, inclusive of examination periods; or eight semester hours a quarter; or, in programs not organized on a semester or quarter basis, 24 semester hours for an academic year of not more than 12 months or the equivalent, as determined by the commissioner. A student shall be considered full-time for a program organized on an academic-year basis only if the student has filed a plan of study with the institution for the entire academic year. Except as otherwise defined in paragraph (4) of this subdivision. Part-time study, for general awards, other than tuition awards for Vietnam veterans and tuition awards for part-time undergraduate students, and for academic performance awards, shall mean enrollment for at least 6, but less than 12, semester hours or the equivalent for a semester of not less than 15 weeks, inclusive of examination periods; or at least four, but less than eight, semester hours a quarter. The definition of the term semester hour shall be that provided in subdivision (o) of section 50.1 of this Title. Independent or individualized study, practice teaching, graduate assistantships, thesis or dissertation research, preparation for language or qualifying examinations, and noncredit or remedial courses, may all be considered as contributing toward full-time or part-time study on an hour-for-hour equivalent basis, if the student effort required is the same as would be required for a credit-bearing course in conformity with subdivision (o) of section 50.1 of this Title, and if required or approved by the school, in a plan of study pre-filed by the student with the school, as an integral part of the student's program. Credit for independent or individualized study shall be computed in accordance with full-time or part-time requirements. Effective for academic terms beginning after January 1, 1978, a student carrying a full-time program that includes noncredit remedial courses shall carry at least six semester hours a semester, except that in the first semester of study such a student need carry only three semester hours. Effective for academic terms beginning on or after July 1, 1984, a student carrying a part-time program that includes noncredit remedial courses shall carry at least three semester hours a semester. A combination of such credit and remedial work shall equal the minimum student effort requirement for full-time study or part-time study, respectively, in non-remedial programs. However, courses taken solely to meet teacher

certification, licensing, or other external requirements, and not recommended or required by the school as an integral part of the student's program, shall not contribute to full-time or part-time study...

(b) In non-collegiate programs which measure study solely in terms of instructional hours as defined in subdivision (j) of section 126.1 of this Chapter, such as non-degree two-year business programs and non-degree nursing programs, the equivalent of a semester or quarter of full-time study shall require at least 24 instructional hours a week and part-time study shall require at least 12 instructional hours a week.

(c) In schools not organized on a semester or quarter basis, four months of full-time attendance shall be considered the equivalent of a semester.

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## Other Related Information

[Tuition and Fee Assistance for Employees](#)

NYS Department of Education Commissioner's Regulations [Subpart 145-2 Educational Requirements for Awards and Loans](#)

[Research Foundation of State University of New York](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

[B-140 ♦ Application for Tuition and Fee Assistance](#)

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## Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Education Law §§ 661, 663](#) (Student Financial Aid)

[NYS Education Law § 667](#) (General Awards)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

State University of New York Board of Trustees Resolution 87-252, adopted November 18, 1987.

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## History

State University of New York Board of Trustees Resolution 87-252, adopted November 18, 1987.

- The 25% FTE and \$2000 limit from the graduate waiver category was removed.

State University of New York Board of Trustees Resolution 83-50, adopted February 24, 1983.

- Graduate EOP category revised.

State University of New York Board of Trustees Resolution 81-236, adopted October 28, 1981.

- Graduate EOP category created.

State University of New York Board of Trustees Resolution 81-193, adopted September 23, 1981.

- Honors Scholar category created.

State University of New York Board of Trustees Resolution 76-171, adopted June 23, 1976.

- Made students who are eligible for New York State Tuition Assistance Program (TAP) funds and State University Supplemental Tuition Assistance (SUSTA) [for Buffalo Law and Pharmacy students] apply for those benefits and established how to determine waiver amounts for those students that received such benefits. Replaced “scholarship fund” with “supplemental tuition award.”

State University of New York Board of Trustees Resolution 72-305, adopted November 29, 1972.

- Raised 12 credit waiver level to “up to full tuition for an academic term.” Added that enrolled graduate student employed at that unit during that term as a graduate assistant, teaching assistant or research assistant on a 25% full time equivalent basis (FTE) or greater and receiving the equivalent of an academic year salary of \$2,000 or more. Where employment is on a less than 25% full time and \$2,000 per academic year equivalent basis, waiver of tuition shall be limited to a prorated portion of the full tuition charge. Required students who are eligible for New York State financial assistance must apply for those benefits.

State University of New York Board of Trustees Resolution, 64-111, adopted May 21, 1964.

- Graduate students who are receiving grants from the Research Foundation of State University of New York deemed graduate assistants.

State University of New York Board of Trustees Resolution, 63-111, adopted May 9, 1963.

- May 9, 1963 – Repealed Board of Trustees resolutions 61-234 and 62-102 and established policy of waiver of tuition.

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## Appendices

[Appendix A](#) - Affidavit if Family Income Exceeds Prescribed Levels for TAP Award