



Category:  
Financial  
HR / Labor Relations

Responsible Office:  
[Human Resources](#)

**Procedure Title:**

Waiver of Tuition for Specified Appointees, Procedure for

Document Number:  
8207

Effective Date:  
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This procedure item applies to:  
State-Operated Campuses  
Statutory Colleges

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**Summary**

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

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**Process**

- A. Application for the waiver of tuition for persons who hold appointments to any of the following positions shall be made on – Application for Waiver of Tuition:
  - Fellow
  - Graduate assistant
  - Teaching assistant
  - Research assistant
  - Intern
  - Part-time faculty member
- B. Applications shall be made to the campus at which the course of instruction is given.
- C. Form B-141 is to be prepared in duplicate. Campuses may prescribe additional copies as required by their internal procedure.
- D. Entries
  - 1. Student
    - a. Enter name, address and name of employing unit.
    - b. Check appointment or position held for which waiver of tuition is authorized.

- c. Itemize courses and enter total credit hours.
- d. Enter cost of courses taken, maximum amount to be waived, and amount due.
- e. Sign and date the application.

2. Business Office

- a. Enter term and year.

- i. Fellows and Interns

- Complete boxes for academic year salary rate, percent of full time tuition to be waived, and maximum amount to be waived.

- Leave FTE blank.

- ii. Graduate, Teaching and Research Assistants

- Complete boxes for FTE, academic year salary rate, percent of full time tuition to be waived, and maximum amount to be waived.

- iii. Persons paid on Research Foundation payroll

- Enter percent estimate of full time FTE and annual salary rate from Research Foundation of State University of New York Personnel Appointments - form P.

- Complete percent of full time tuition to be waived, and maximum amount to be waived.

- iv. Part-time faculty member

- Enter \$240 (6 x \$40 – the special student graduate tuition rate) in maximum amount to be waived.

- Complete percent of full time tuition to be waived, and maximum amount to be waived.

- b. Sign and date application.

3. Campus President or Designated Representative

- a. Check approved or disapproved box.
- b. Sign and date application.

E. If the student applying for courses at a unit other than the unit where he/she holds a part-time faculty appointment, he/she shall obtain from the campus president a letter authorizing application for such courses.

F. Required Application for Tuition Assistance Program (TAP) and State University Supplemental Tuition Assistance (SUSTA)

1. Pursuant to the University policy for Waiver of Tuition for Specified Appointees, specified appointees who are eligible for New York State Tuition Assistance Program (TAP) funds, and (for Buffalo Law and Pharmacy students) State University Student Assistance (SUSTA), must apply for those benefits.
2. The following graduate 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.
3. Foreign students and out-of-state residents shall file a written statement giving reasons, in sufficient detail, clearly demonstrating ineligibility for TAP funds.
4. A graduate student who cites either F.3.d or F.3.e above 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.

G. Waiver of Tuition

1. As authority for the amount to be waived, the campus business office shall attach to the Form B-141 – Application for Waiver of Tuition either:
  - a. the written statement (see F.4); or
  - b. a copy of the executed affidavit (see F.5 and Appendix A)
2. In the absence of a TAP award certificate, the campus business office may defer tuition upon receipt of satisfactory evidence that the student has applied for a TAP award. The minimum “satisfactory evidence” would be a written statement signed by the student that he/she filed a TAP application. Campuses may optionally require such additional evidence as may seem appropriate.

H. Failure to comply with the University waiver of tuition policy or procedure will limit the maximum tuition waived for the difference between the tuition and the maximum award allowed by TAP. For those Buffalo University students eligible to file for TAP and/or SUSTA, failure to file for TAP and/or SUSTA will invalidate an otherwise approved waiver and render the student liable for payment of any tuition that would have been waived under such approved waiver.

I. Computation of Amount of Waiver to be Awarded

1. TAP payment shall first be applied to any tuition owed by the student in excess of the maximum amount to be waived.
2. The excess remaining after applying TAP payments to any amount owed by the student shall be applied to reduce the amount to be waived.
3. The student is liable for payment of any tuition not covered by TAP in excess of the maximum amount to be awarded.
4. Examples – Examples are stated in even dollar amounts for simplicity of illustration and are not meant to imply that actual tuition and/or maximum amounts to be awarded are limited to even dollar amounts.

a. Full Waiver – Student Eligible for TAP:

Maximum amount to be waived	\$3,450
Tuition charge	\$3,450
TAP Award	\$2,000
Tuition charge – TAP Award = Balance	\$1,450
Actual amount to be waived	\$1,450
Student's obligation	0

b. Full Waiver – Student Not Eligible for TAP:

Maximum amount to be waived	\$3,450
Tuition charge	\$3,450
TAP Award	0
Tuition charge – TAP Award = Balance	\$3,450
Actual amount to be waived	\$3,450
Student's obligation	0

c. Partial Waiver (50% Waiver) – Student Eligible for TAP:

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Maximum amount to be waived	\$1,725
Tuition charge	\$3,450
TAP Award	\$1,500
Tuition charge – TAP Award = Balance	\$1,950
Actual amount to be waived	\$1,725
Student's obligation	\$ 225

d. Partial Waiver (50% Waiver) – Student Not Eligible for TAP:

Maximum amount to be waived	\$1,725
Tuition charge	\$3,450
TAP Award	0
Tuition charge – TAP Award = Balance	\$3,450
Actual amount to be waived	\$1,725
Student's obligation	\$1,725

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## Forms

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

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## Related Procedures

There are no related procedures relevant to this procedure.

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## Other Related Information

[Waiver of Tuition for Specified Appointees. Policy on](#)

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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

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