

## **SUNY Tuition Waiver Program**

### **UH and LISVH Employees**

Full time SBUH and LISVH state employees attending **4-Year SUNY Institutions only** (SUNY-Stony Brook, SUNY-Farmingdale, SUNY-Old Westbury, Empire State College, Downstate Medical Center, etc.) may receive a waiver of tuition for a **percentage** of **ONE COURSE ONLY**, to a **MAXIMUM of THREE CREDITS**, each Fall and Spring semester, based on available funding. This program is to be used for a course not covered by any union tuition support and cannot be combined with any other union-sponsored tuition support for the same course.

#### **INSTRUCTIONS:**

1. Obtain the B-140W Application Tuition Assistance form online through *The Pulse* by clicking on Benefits, Tuition Reimbursement, SUNY Tuition Waiver form, by contacting the Benefits office by email at [Benefits@stonybrookmedicine.edu](mailto:Benefits@stonybrookmedicine.edu) or by calling 444-4754. LISVH employees can obtain the application at the LISVH Human Resources office.
2. Complete the B-140W Application for Tuition Assistance form. **Please make sure that your form is filled out COMPLETELY and all information is legible so that your approval is not delayed. Incomplete applications will be returned.** If you have any questions, please call 444-4754. **DEADLINE TO SUBMIT: 08/14/2024 by 5:00 pm .** Applications received after the deadline will be placed on a wait list, with no guarantee of funding.
3. Return the B-140W form by email to [Benefits@stonybrookmedicine.edu](mailto:Benefits@stonybrookmedicine.edu) or fax to 631-759-9204 or by sending to Human Resources office, 31 Research Way, Suite 200, East Setauket, NY 11733 (Z=9212) by the **deadline** for consideration.
4. Approved B-140W forms will be returned to your Stony Brook Medicine email address beginning on **08/23/2024.** Please check your emails periodically.
5. Take your approved form to the Student Accounts Office where you pay your bill. If you have already paid your bill prior to receiving the approved assistance, you should request a refund.

**If you do not attend the class as planned and will not be using your approved waiver, please notify the Benefits office immediately so we may offer the waiver to a wait listed employee.**

### **Submission Deadline to submit Tuition**

**B140-W: 08/14/2024**

\*\*\*West Campus and HSC Employees\*\*\* Please visit [www.stonybrook.edu/benefits](http://www.stonybrook.edu/benefits) or contact Human Resources Services Department 632-6180

Date 06/03/2024