



Connecticut State University System
TUITION WAIVER FOR
ADMINISTRATIVE CLERICAL BARGAINING UNIT MEMBERS

Current federal tax regulations state that the monetary value of the tuition waived for graduate level studies may be considered a taxable benefit. You should discuss your specific taxable compensation issues directly with the IRS, the Department of Revenue Services, or your tax professional.

Part A (Employee)

Employee Name: _____ Employee ID #: _____
 Home Address: _____ Banner ID #: _____
 _____ Campus Phone #: _____
 Campus of Employment: C E S W System Office
 Employee Title: _____
 Department: _____

Current Work Schedule

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time In:					
Time Out:					

Total hrs. worked
per week: _____

Overall Evaluation was "Good" or better on the most recent performance appraisal.

Campus to be attended: C E S W

Student Status: Undergraduate Graduate (have attained bachelor's degree)

Semester 20____: Fall Spring Benefit is only available during fall/spring semester.

Course(s) to be taken:

	CRN	Subject/Course	Day(s) & Times	Credits
1				
2				

Maximum benefit is up to two (2) courses totaling no more than eight (8) credits per regular academic semester.

I certify that the above statements are true and that I am eligible for this benefit in accordance with provisions of the Agreement between the CSUS-BOT and AFSCME/Council 4 (see reverse side of form for highlights of the Agreement).

Employee Signature _____ Date _____

Part B (Human Resources Office)

Employee is eligible for benefit

Application is rejected and returned to employee. Reason: _____

Chief Human Resources Officer or Designee

Date

**After course registration, Continuing Education/Cashier is to return
 a copy of the completed form to the Vice President for Finance & Administration or
 Chief Financial Officer of the campus of EMPLOYMENT.**

**HIGHLIGHTS OF THE AGREEMENT
BETWEEN THE CSUS-BOT AND AFSCME / COUNCIL 4
CONCERNING TUITION WAIVERS**

- To be eligible for the tuition waiver, a member of the Administrative Clerical bargaining unit must meet the following criteria:
 - ✓ Be a permanent employee at a university within CSUS or in the System Office.
 - ✓ Hold a position that requires at least twenty (20) hours of work per week.
 - ✓ Be actively employed and not on leave at the time of the course.
 - ✓ Have an overall "Good" or better on the most recent performance appraisal.
- The waiver is only for the use of an eligible employee and may not be used by a spouse or dependent(s).
- The waiver shall cover the cost of tuition exclusively; all other fees are NOT waived.
- The waiver may be used on a space available basis for up to (2) two credit courses totaling a maximum of eight (8) credits per regular academic semester.
- The waiver shall not be applied to summer session or winter intersession course offerings and shall not apply to non-credit (credit-free) courses.
- Within the above parameters, a tuition waiver may be used for any on-ground, hybrid, or fully on-line credit course offered at any university within CSUS.
- In no case will an employee be allowed to take a course or courses that conflict with his/her regularly scheduled work day.
- An employee who is eligible for more than one type of tuition waiver may use only one type of waiver benefit in a given semester. Moreover, an employee who benefits from a tuition waiver may not seek tuition reimbursement under the collective bargaining agreement for the same course(s) in the same semester.
- A waiver may not be used for any course for which an employee previously registered during the same semester as a paying student. A waiver may not be used for any course that the employee had previously registered for and withdrawn or failed.
- Decisions relating to the administration of the program are within the discretion of the Board or designees and shall not be subject to the grievance procedure.