MEDGAR EVERS COLLEGE
The City University of New York

OFFICE OF HUMAN RESOURCES (OHR)

1650 Bedford Avenue, Brooklyn, New York 11225
(718) 270-6910 (PHONE)
(718) 270-6909 (FAX)

To: **Employees**

From: **Oswald E. Fraser, Human Resources Director**

Date: **10/31/2008**

Re: **Tuition Fee Waiver Guideline**

As a Medgar Evers College employee you are eligible for Tuition Fee Waiver with some restrictions. Please consult the chart below. In order to process your Tuition Fee Waiver you should:

1. **Register for classes.**
2. **Retrieve a Tuition Bill.**
3. **Download the Tuition Fee Waiver Form (OFSR-305) from the OHR Website.**
4. **Review, complete and sign the employee section of the Management Certification and Tuition Fee Waiver (OFSR-305).**
5. **Department Area Head must complete, signed and date the management section of the Management Certification.**
6. **Forward completed Management Certification and Tuition Fee Waiver Form (OFSR-305) via interoffice or deliver in person to the Office of Human Resources.**
7. **Within 1-3 business days, OHR will determine eligibility. Approved Tuition Fee Waiver Form (OFSR-305) will be returned to the employee via inter-office or can be uplifted in person.**
8. **Submit Tuition Fee Waiver Form (OFSR- 305) to the Bursar Office at your school of enrollment.**
9. **Note, you should keep a copy of the Tuition Fee Waiver Form (OFSR-305) and all supporting document submitted.**

If you have any questions, please call the Office of Human Resources.

Tuition Waiver Eligibility Chart

Employee Category	Service Requirement	Course type and credit Limits	Summer Session
Instructional Staff	year-Undergraduate None-Graduate	Undergraduate-no limit Graduate-6 credits per semester	NO
Adjunct Teaching Titles	10 consecutive semesters	1 course-may be undergraduate or graduate	NO
Gittleson Titles	6 months	Undergraduate-no limit Graduate-6 credits per semester	YES-undergraduate only
Classified White Collar	1 year	Undergraduate only-no limit	YES
Classified Blue Collar	1 year	Undergraduate only-no limit	YES
Skilled Trades	1 year	Undergraduate only-no limit	YES
Mt. Sinai School of Medicine	1 year	Undergraduate only-no limit	YES