

TUITION REIMBURSEMENT POLICY

APPROVED BY POLICY COMMITTEE 5/22/2025

Effective Date 5/22/2025

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| (Impact Area – Dept Name) SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC | (General Subject Area) Financial HR/Labor Relations | (Specific Subject Area) Tuition Reimbursement |
| | Author: Human Resources | Supersedes Policy # HR-103 with effective date of 6/24/2021 |
| Relates to Procedure # | Impact: | |
| Legal Citation (if any): | | |
| SUNY MORRISVILLE | | |

Policy Summary

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The entire SUNY policy on Tuition and Fee Assistance for Employees can be found at:

https://www.suny.edu/sunypp/documents.cfm?doc_id=416

The B-140W Application for Tuition and Fee Assistance can be found at:

<https://www.suny.edu/sunypp/docs/300.pdf>

Reminders and Updates regarding the SUNY B-140w Tuition Assistance Process

- Coursework must be approved as part of a training program for improved performance and be directly related to the employee's current position and the course in which registration is desired.
- Support is not guaranteed and amounts may be scaled down in order to meet campus budgetary constraints.

- Employees enrolled in courses which bear NO relationship to either the employee's current job or a job the employee can reasonably be expected to assume in the future are not eligible for support at any level unless those courses are part of a job-related training program.
- All job-related courses of instruction must be undertaken after hours, while in a leave status, or on the basis of an adjusted work schedule.

Approval and reimbursement process:

- Application for reimbursement must be submitted to the employing campus ***prior to registering for the course*** or courses for which reimbursement is being requested. Approval from the appropriate supervisor, Human Resources and the Finance office must be obtained before registration.
- The value of reimbursement will be determined **after all requests are received** and will be valued between 0- 50% of the total tuition.
- The applicant must submit a Form B-140W, Application for Tuition and Fee Assistance, approved by the employing campus when registering for the course.
- Payment for reimbursement will be directly to the employee after they have followed the request for reimbursement process and ***submit proof of a passing grade to the Human Resources Office.***

Applications are due by August 15 for the Fall Semester and January 15 for the Spring semester, with expected reimbursement by four weeks ***after proof of passing grade is submitted to the Human Resources Office.***

Contact Information

Human Resources Office
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