



**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: \_\_\_\_\_  
 \_\_\_\_\_

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: \_\_\_\_\_

Last Overall Evaluation:     Excellent     V.Good     Good     Fair     Unsat.

Campus to be attended:     C     E     S     W

Semester requested  
20\_\_\_\_\_:     Fall     Spring    Benefit is only available during fall/spring semester.

Course(s) to be taken:

Course #1 – CRN: \_\_\_\_\_ Day(s) & Time: \_\_\_\_\_

Course #2 – CRN: \_\_\_\_\_ Day(s) & Time: \_\_\_\_\_

No. of credits to be waived: \_\_\_\_\_ Maximum benefit is two (2) courses or 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.
- This is a pilot program and the agreement sunsets on June 30, 2011.