SUNY B140-W Tuition Waiver Summary of Application Process

1. Prior to registration, New York State residency information is required at the campus Student Accounts office. Visit [http://www.binghamton.edu/student-accounts/residency.html](http://www.binghamton.edu/student-accounts/residency.html) for residency requirements. If born on or after 1/1/57 you must provide proof of immunity to measles, mumps & rubella (MMR). Contact University Health Services at (607) 777-2221.

2. Prior to registration, you are required to acknowledge the “Student Code of Conduct.” Questions may be directed to the Dean of Student Affairs’ office at (607) 777-6210 or visit [https://www.binghamton.edu/student-handbook/rules.pdf](https://www.binghamton.edu/student-handbook/rules.pdf).

3. Visit the HR Employee Tuition Assistance web page at [http://www.binghamton.edu/human-resources/employee-benefits/tuition-assistance.html](http://www.binghamton.edu/human-resources/employee-benefits/tuition-assistance.html) for details regarding the SUNY Tuition Waiver B140W Program (and other employee tuition programs you may qualify for).

4. Complete your course registration before submitting your B140W SUNY Tuition Waiver Application to HR. Since there is no guarantee that funding will be available, it is recommended you pay your entire Student Accounts bill by its due date to avoid any late fees.

5. Once course registration is finalized via Student Accounts, submit your completed B140W SUNY Application for Tuition Assistance to the HR Office. You and your supervisor must sign all B140 forms and a new form is required for each semester. Winter and one summer session are permitted.

6. Applicants are notified regarding the status of their application as soon as possible after the end of the first week of the Fall semester if funding is available. Applications received after the end of first week each semester will be considered late and may not qualify for funding.

Reimbursements are generated by the Student Accounts office directly to employee and their office number is (607) 777-2702.