



Title: Tuition Benefits for Employees Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/15/2022	Next Review Date: 11/15/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

Tuition waivers provide tuition remission for up to three credits each spring and fall semester for full-time employees of the University and of the Research Foundation. The Office of Human Resources determines the deadline for submission of requests for waivers and notifies eligible employees. Tuition waivers are provided only for courses offered by State-operated campuses of the State University of New York and are subject to the availability of funds.

- **Level of Support (All Eligible Employees)**
 - One course each fall and spring semester up to a maximum of 3 credits per semester may be waived.
- **Tuition Reimbursement Program**
 - Reimbursement for job-related or job-required courses at institutions other than SUNY may be provided through the departmental budget at the discretion of the department head or project director. This support is subject to the criteria applied to the Tuition Waiver Program. Reimbursement may not exceed \$25.00 per credit hour with a maximum of \$300 per fiscal year.
- **Other Tuition Assistance**
 - Employees may apply for tuition assistance from programs financed under negotiated agreements. Information is

available from the bargaining units and from Human Resources. Bargaining units include CSEA, PEF and UUP.

- **Managerial/Confidential**

- Employees may apply for assistance through a program sponsored by the Governor's Office of Employee Relations. This program is available to M/C employees who have completed 6 full months of continuous service before the course begins and are State employees when the course ends. Employees are entitled to reimbursement of 75% up to \$2,000 per fiscal year with no limit on the number of courses. Courses must be job/career-related.

Opportunities for educational advancement may also be available to Research Foundation professional employees through funds designated by sponsoring agents for this purpose. Employees should request information from project directors or department heads.

Definitions:

None

Contact:

Additional information about this policy is available here:

Human Resource Services:

West Campus, Health Sciences, and School of Medicine

390 Administration Building
Stony Brook, NY 11794
(631) 632-6180
hrs_benefits@stonybrook.edu

Stony Brook University Hospital

31 Research Way, Suite 200
East Setauket, NY 11733
(631) 444-4700

Long Island State Veterans Home (LISVH)

100 Patriots Road
Stony Brook, NY 11790
(631) 444-8617

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Stony Brook Human Resources Website, Tuition Assistance](#)