VI. **Waivers**

Introduction 53

A. Employee Waivers 54-58

B. Grants or Contract Programs -
   Blanket Tuition and Fee Waiver 59

C. Graduate Student Tuition Waiver 60

D. Application Fee Waiver 61

E. Penalty Fee Waivers 62

F. High School Students from New York City
   High Schools (including College Now) - Waivers 63

G. Senior Citizen Waiver 64

H. Cooperating Teacher Waiver 65

I. Inmates of Correctional Institution - Waivers 66

J. New York National Guard Waivers 67

K. Foreign Students (Institute of International
   Education-Queens College) - Application Fee Waivers 68

L. Foreign Tuition Waivers 69

M. CAP (CUNY Assistance Program) Waivers 70

N. Diamond Fellowship Program Waivers 70.1

O. University Skills Immersion Program Waivers 70.2

P. CUNY Honors College Program Waivers 70.3

Q. Teaching Opportunity Program Waivers 70.5

R. Police Officers Tuition Waivers 70.6

S. Graduate School - McNair Scholars Graduate
   Application Fee Waiver 70.7

Rev 2/07
VI. Waivers

A college and its president does not have the authority to waive fees and tuition except where the tuition and fee waiver is pursuant to an established City University of New York policy or is otherwise specifically authorized (such as those above and on the subsequent pages) by The City University of New York Board of Trustees.

There are several types of tuition and fee waivers available for student use. Within the two major categories of tuition and fee waiver, there are several subcategories (i.e., collective bargaining tuition waivers and application fee waivers), each of which will be discussed individually in this section.

Effective with the 1983-84 fiscal year, the New York State Budget includes tuition waivers for the University's senior colleges as an appropriation rather than an offset to revenue as it had previously been allocated. Under the University's current tuition waiver (reimbursement) policy, each college receives a waiver allocation from the University Budget Office based on a review of the last three years' expenditures, the colleges' overall enrollments, the number of students receiving tuition waivers and dollars spent in each category. Each semester, the colleges submit special charge vouchers to the University Budget Office for review. Upon approval, the vouchers are sent to the University Accounting Office for coding and transfer to the State for reimbursement. This reimbursement is sent directly to the college.

Community college waivers are authorized and allocated in much the same manner as the senior colleges, with the exception that they are handled as an offset to each community college's revenue budget. There are two separate and distinct community college waiver allocations; one is the CAP (CUNY Assistance Program) Waiver (See Subsection "M" below), the other is the NON-CAP waiver.

The community college NON-CAP waiver is the community college counterpart to the senior college's regular waiver budget allocation. All of the waiver categories are funded by either the NON-CAP waivers at the community colleges or the waiver allocation at the senior colleges.
A. Employee Waivers

Collective bargaining agreements between the University and its employee unions generally allow for the waiving of tuition for certain categories of employee depending on title and circumstances. The following section describes the two major categories of employees; instructional staff (teaching and non-teaching) covered by the Agreement between the Professional Staff Congress (PSC) and The City University of New York and the non-instructional staff (Civil Service - White and Blue Collar) covered by the CUNY Non-Instructional, Clerical, Administrative and Professional Employees Agreement and the CUNY Custodial, Stores-Stock and Security Employees Agreement.

In order for employees to have their tuition waived at any CUNY college, a CUNY Employee Tuition Fee Waiver Form must be signed by the employee's Personnel Director or his/her designee. Annually, the Bursars should receive a copy of the authorized signatories at each college from the University's Office of Faculty and Staff Relations. A copy of the Waiver Form and a list of covered employees under each agreement are located in the Addenda of this Manual.

An employee waiver covers the waiving of tuition at either the resident or non-resident rate. However, in the case of graduate courses since there is a six-credit cap on the number of credits to be waived per semester, any credits taken above the limit is to be billed at the applicable tuition rate based upon residency status.

1. Instructional Staff (Professional Staff Congress)

Article 29 of the University's agreement with the Professional Staff Congress provides that full-time members of the instructional staff be granted a waiver of both undergraduate and graduate tuition during the fall and spring semesters. Tuition may not be waived for summer or other special sessions. Titles covered by the term "Instructional Staff" are set forth in Section 6.1 of The City University of New York Bylaws.

Eligibility for the tuition waiver is contingent upon:

Undergraduate

- the availability of a vacancy in the course at the time of enrollment and such enrollment shall not be used to determine if the course is to be given,

- the employee meeting the standards and requirements of the program in which he or she wishes to take courses,

- having been employed by the University for at least a full calendar year prior to the first day of classes of the term in which they apply for registration (the employee’s Personnel Officer completion of the Waiver Form will substantiate this requirement), and

- taking only credit-bearing courses offered by the University.
Graduate

- the employee meeting the standards and requirements of the program in which he or she wishes to take courses,

- the employee being limited to six (6) credits per semester at the graduate level on a space available, no-cost basis.

It is to be noted that the waiver is not applicable to adult and continuing education courses, noncredit-bearing courses and courses supported solely by fees. The waiver does not apply to student activity fees and any non-instructional fees. The waiver also does not extend to Graduate Assistants A and B, inasmuch as they are not full-time staff.

According to Article 29.3 of the CUNY-PSC Agreement, "an adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on space available basis. An adjunct who has established eligibility for this tuition waiver shall lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at the college."

2. Non-Instructional Staff (White Collar)

Employees covered by the CUNY Non-Instructional Clerical, Administrative and Professional Employees Agreement shall be exempted from the payment of tuition for courses offered at colleges or units of The City University of New York pursuant to the following conditions:

Undergraduate

- Each employee, to qualify for a tuition exemption must:
  - be a full time employee, and
  - have served full time for at least twelve months prior to the first day of classes, and
  - meet the academic requirements for the course. (It is not necessary for the employee to be a candidate for a degree; the employee may be a non-degree student).

- Tuition exemption may be offered for courses which are:
  - in an associate degree program, or are
  - in a baccalaureate degree program.

- Selected employees who are recommended by their supervisor for training in stenography, typing, and other special work skills, after consultation with the administrative head of the Division in which the course is offered, may be exempt from payment of tuition fees for such courses.

Rev 8/05
Graduate

Eligibility for a tuition exemption is contingent upon:

- the employee being a full-time staff member, and have served full-time for a least twelve months prior to the first day of classes, and

- the employee meeting the academic requirements for the course (It is not necessary for the employee to be a candidate for a degree, the employee may be a non-degree student.), and

- the employee being limited to three(3) credits per semester during the fall and spring semesters at the graduate level on a space available, no cost basis.

Other conditions of tuition fee exemption

- Exemption from payment of tuition fees shall not apply to adult education courses or to other courses supported solely by fees except as provided herein.

- Exemption from payment of tuition fees does not include exemption from payment of non-instructional and student activity fees.

- There must be an available vacancy in the course at the time of enrollment and such enrollment shall not be used to determine if the course is to be given.

- The course may not be taken during the employee's normal working hours.

- An employee may choose to take a course during his/her lunch hour which is designated as the period between the hours of 11:45 a.m. and 2:15 p.m., provided that when an employee elects to take a course during the lunch hour he/she will automatically be charged, at the beginning of the semester, at the rate of 15 minutes of annual leave per contact hour. Therefore, on a semester basis, an employee will be charged one-half (1/2) day of annual leave for each classroom period per week (a classroom period is not to exceed sixty (60) minutes). If at the end of the semester, the employee can reasonably demonstrate to his/her Personnel Officer that the time charged was not used, all such time will be restored to the employee's annual leave balance.

- The availability of the educational opportunities described above shall continue to be controlled by factors such as employment status, time in employment, availability of courses, work schedules, and selection.

For Gittleson employees, the following also shall apply:

- instead of serving full time for twelve months prior to the first day of classes, the Gittleson employees' time period is six months,

- in addition to associate and baccalaureate degree program courses, tuition fee exemption shall be offered for courses which are entrance condition courses required to matriculate for associate or baccalaureate degree programs, or in a graduate program (not to exceed six credits per semester).

Rev 8/05
3. Non-Instructional Staff (Blue Collar) *

Employees covered by the CUNY Custodial, Stores-Stock and Security Employees Agreement shall be exempted from the payment of tuition, for courses offered at colleges or units of the City University, pursuant to the following conditions:

**Undergraduate**

- Each employee, to qualify for a tuition exemption must:
  - be a full time employee, and
  - have served full time for at least twelve months prior to the first day of classes, and
  - meet the academic requirements for the course. (It is not necessary for the employee to be a candidate for a degree; the employee may be a non-degree student).

- Tuition exemption may be offered for courses which are:
  - in an associate degree program, or are
  - in a baccalaureate degree program.

- Selected employees who are recommended by their supervisor for training in stenography, typing, and other special work skills, after consultation with the administrative head of the Division in which the course is offered, may be exempt from payment of tuition fees for such courses.

**Graduate**

- Eligibility for a tuition exemption is contingent upon:
  - the employee being a full-time staff member, and have served full-time for at least twelve months prior to the first day of classes, and
  - the employee meeting the academic requirements for the course (It is not necessary for the employee to be a candidate for a degree, the employee may be a non-degree student.), and
  - the employee being limited to three(3) credits per semester during the fall and spring semesters at the graduate level on a space available, no cost basis.

* Note: With the exception of the graduate provisions, the provisions in this section are also applicable to the Skilled Trades (Section 220) employees.
Other conditions of tuition fee exemption

- Exemption from payment of tuition fees shall not apply to adult education courses or to other courses supported solely by fees except as provided herein.

- Exemption from payment of tuition fees does not include exemption from payment of non-instructional and student activity fees.

- There must be an available vacancy in the course at the time of enrollment and such enrollment shall not be used to determine if the course is to be given.

- The course may not be taken during the employee's normal working hours.

- An employee may choose to take a course during his/her lunch hour which is designated as the meal period starting not less than 2-3/4 nor more than 4-1/2 hours after the start of an employee's work shift provided that when an employee elects to take a course during the lunch hour he/she will automatically be charged, at the beginning of the semester, at the rate of 45 minutes of annual leave per contact hour. Therefore, on a semester basis, an employee will be charged one and one-half (1-1/2) days of annual leave for each classroom period per week (a class-room period is not to exceed sixty (60) minutes). If at the end of the semester, the employee can reasonably demonstrate to his/her Personnel Officer that the time charged was not used, all such time will be restored to the employee's annual leave balance.

- The availability of the educational opportunities described above shall continue to be controlled by factors such as employment status, time in employment, availability of courses, work schedules, and selection.

4. Terminated/Separated Employees

Once an employee is no longer employed by the University, he/she is no longer entitled to a tuition waiver. This former employee (student) will pay undergraduate degree tuition based upon when he/she first registered at a CUNY college (before or after June 1, 1992). An employee who has received a tuition waiver is not entitled to the last semester free.
B. Grants or Contract Programs - Blanket Tuition and Fee Waiver

The City University of New York, on June 22, 1970, Calendar No. 50, adopted the following statement of general policy:

"Whenever funds received by the University or an individual college from private, State or City sources specifically cover instructional and other costs for a special program of study or for a clearly defined special group of students, the Board may waive any tuition and fees which would otherwise be imposed on the affected students."

Tuition may be waived for students enrolled in graduate and undergraduate courses when such students are participating in or such courses are part of a grant or contract program. The terms of the grant or contract must provide for full payment of the costs of the program. Student activity fees and the Consolidated Services Fees may be waived upon submission of sufficient justification to the Board. Generally, if the courses being offered are at off-campus locations, both fees should be waived. Application fee waivers for all undergraduate degree students, even those admitted directly by the college, must be approved, in advance, by the University's Director of Admissions. Waivers for other students (e.g., non-degree and graduate) may be submitted directly to the Board for approval (See Addenda for a copy of Board Resolution form to be submitted).

Such blanket waiver shall not take effect until a resolution has been approved by the Board of Trustees and appears in Section C.IV. - Fees of the CHANCELLOR'S REPORT setting forth: (1) the name of the sponsor, (2) the amount of the grant/contract, (3) the number of students affected by the waiver, and (4) the tuition and fees to be waived.

In all cases, the total tuition and fees to be waived must be less than or equal to the amount of the grant/contract. If not, an adequate explanation/justification must be provided. Waivers granted by the college which do not eventually appear in the Chancellor's Report are considered invalid and the college becomes responsible for the tuition liability.

In those instances where funds received under grants or contract programs are deposited with the Research Foundation and the costs are paid directly by the Foundation, the Board may waive tuition and fees. The Research Foundation should provide the college with funds to cover overhead costs. The headcount and FTEs are reported on the Show Registration Tape/Form A Enrollment Report in the Special Program field as code "51 - Grant/Contract-Research Foundation"; they are not included in the revenue target for each college.

However, in those instances where funds received under grants or contract programs are deposited with the Construction Fund (CUCF) to cover tuition, no waivers are required inasmuch as payments are made by third parties (grantor or contractor). Fees may be paid by either the third party or the student. The headcount and FTEs are reported on the Show Registration Tape/Form A Enrollment Report in the Special Program field as code "52 - Grant/Contract-CUCF"; they are included in the revenue target for each college.
C. Graduate Student Tuition Waiver

Monies are annually allocated to allow graduate students, who could otherwise not afford the University's tuition charges, the opportunity to attend the University's various graduate programs. These funds should be administered in the following manner:

- Waivers should be granted only to matriculated students who meet the financial need criteria established in the CUNY Needs Analysis System. No waivers should be granted to non-matriculated students.

- Full-time matriculated students who are residents of New York State and apply for a tuition waiver on the basis of financial need should be required to show evidence of application for a Tuition Assistance Program (TAP) award or provide an adequate explanation for not being eligible for such an award.

- Part-time graduate students may also be granted waivers if they meet the financial need criteria, provided they are also taking a minimum of six (6) credits in the semester for which a waiver is granted.

- The total tuition assistance provided, including the tuition waiver and the TAP award, may not exceed tuition and other fees. Thus, a full-time graduate student who is receiving the maximum TAP semester award may be granted a waiver of tuition less the maximum award (e.g., Fall 1995 semester tuition of $2,175 less $600 maximum TAP semester award equals $1,575). The Law School tuition of $2,850 less $600 would result in a waiver of $2,250. In those cases where TAP is less than the maximum, or is not awarded, the college, may on an individual case by case basis, determine that the student should be granted a waiver up to the full tuition amount. However, these cases must be documented in terms of the student's need. The waivers granted to part-time students should not exceed 50 percent of tuition and other fees except in the case of unusual financial hardship.

- Priority should be given to residents of the City of New York and the State of New York. Out-of-State and foreign students are also eligible for awards up to the resident student tuition rate. However, foreign students should first be considered for a waiver under the Foreign Tuition Waiver category. (Refer to Section IV.L.)

These waiver funds may not, however, be used to waive the maintenance of matriculation fee, which is paid by graduate (masters) students who are not registered for any course or research credit (Refer to Section III.B.3. of this Manual).

Doctoral candidates who have completed all requirements, except thesis, may audit graduate courses tuition-free.
D. Application Fee Waiver

The University's Board of Trustees has recognized the fact that the University's application fee, although rather minimal, still proves a hardship to some applicants. To serve the needs of these students, procedures have been promulgated to handle hardship waivers of the application fee for degree undergraduate students.

- The University Office of Admission Services (OAS) in conjunction with the University Budget Office determines, on an annual basis, the amount of money available for application fee waivers.

- The OAS allots each high school in New York State a number of waivers proportional to their application rates from needy students as measured by their financially eligible Special Program applicants.

- The high schools are responsible for distributing waivers to students who have applied for the University's Special Programs (SEEK and CD).

- The University Director of Admissions may waive the fee in special cases.

Inasmuch as the University Application Processing Center (UAPC) is funded through an Income Fund Reimbursable (IFR) mechanism, waivers may affect UAPC's ability to meet its revenue target to support its expenditure budget. Therefore, no other application fee waivers for degree students are permitted unless submitted for Board approval through the University Budget Office, the Office of Student Financial Assistance and the Office of Internal Audit and Management Services.

Application fee waivers for non-degree and graduate students do not require the approval of the University Director of Admissions. However, these waivers must also be submitted for Board approval before they are granted by the college. Individual non-degree and graduate student waivers will continue to be reviewed and approved by the college on a case by case basis. However, any waivers pertaining to a group of students must be submitted to the Board for approval.
E. Penalty Fee Waivers

Penalty fees such as late registration, change of program and special examination fees may be waived by the Registrar as a result of a college error such as the college canceling the student's registration or improper advisement being given to the student. Further discussion of these types of circumstances are discussed in Section V.G., entitled "College Initiated Refunds".
F. High School Students from New York City High Schools (Including College Now) - Waivers

Colleges may apply for and receive Board approval to waive tuition for current New York City high school students taking college course(s) while completing their high school education. These tuition waivers must be renewed every year. The request for waivers may include a request to waive application fees, student activity fees, and the consolidated services fees (See Addenda for a copy of Board Resolution form to be submitted). Any high school waivers requested and subsequently granted by the Board of Trustees will be limited within the constraints of the college's annual waiver budget. The amount of the waiver will be calculated utilizing the applicable senior or community college lowest undergraduate resident degree tuition rate per credit.

Any recognized programs such as College Now which are separately funded by the City or State do not need Board resolutions for the waiving of tuition for high school students. Since these programs’ costs are covered through State or City funding, tuition and fees are not needed to support the costs of the programs. The University’s Budget Office will notify each college as to the amount of the funds available and the number/amount of waivers permitted.

All College Now students are non-degree. These students will be exempt from the immunization requirements inasmuch as they usually take only one course per semester. College Now students are to be considered New York City residents. The application fee, tuition charges and all other fees for these students are waived. For senior colleges, tuition waivers will be considered unfunded waivers for revenue purposes. Therefore, there will be no tuition reimbursements to the senior colleges’ revenue accounts. However, all colleges, including the community colleges, will be provided additional College Now funds for High School College Now students enrolled in campus-based classes with other college students. Thus, only College Now students enrolled in regular on-campus college course sections where the instructor is not paid by College Now will be eligible to receive additional College Now funds. These funds will be allocated into the colleges’ operating budgets. These funds will not be processed as tuition reimbursements to colleges’ tuition waiver revenue accounts.

SIMS will keep track of these students by adding a new field for an OSIS number, a unique nine-digit number assigned to each student by the Board of Education. This number is easily obtained from the student’s high school permanent record and program card. A social security number should also be entered, or in the absence of an accurate number, the college should generate the number.
G. Senior Citizen Enrollment in Courses (Also Refer to Section IV.A.12.)

1. Community College Senior Citizen Waiver

Individuals satisfying the New York City/State residency requirements (as outlined in Section II.A.), and who are 60 years of age and older (as of the first day of the semester or session), are permitted to enroll in undergraduate courses, at a community college, on a space available basis, and have their tuition waived. The definition of "space available basis" is that after all other students register for a course and that number of registered students is sufficient (the minimum number needed) to run the course, then senior citizens are permitted to register. Senior citizen registrants should not be included in the minimum number of students required to justify running a course.

Senior citizens are charged a $65 administrative fee per semester or session, the consolidated services fee, as well as any penalty fees they may incur (e.g., late registration, payment reprocessing fees, library fines, etc.). They are not charged any other regular fees such as student activity fees or application fees. This $65 fee is considered a non-instructional fee. The amount of the waiver will be calculated utilizing the community college's lowest undergraduate resident degree tuition rate per credit. These waivers, for financial statement purposes, will continue to be treated as an offset to revenue. Thus, total tuition revenues will be net of waivers. The college will count the course credits for FTE reporting purposes.

The following forms of proof of age are acceptable:

- Medicaid Card
- Driver's License
- Birth Certificate

The college is required to retain a copy of the above proofs or have a signed statement by a college official attesting that one of the above forms was examined and the student satisfied the age requirement.

2. Senior College - Senior Citizen Audit Program

Individuals satisfying the New York City/State residency requirements (as outlined in Section II.A.), who are 60 years of age and older (as of the first day of the semester or session), are permitted to enroll in undergraduate courses, at a senior college, on an audit basis without tuition charge and without academic credit, on a space available basis. This Audit Program policy shall be effective beginning with the Summer 1995 semester. The definition of "space available basis" is that after all other students register for a course and that number of registered students is sufficient (the minimum number needed) to run the course, then senior citizens are permitted to register. Senior citizen registrants should not be included in the minimum number of students required to justify running a course.

Senior citizens enrolling for undergraduate courses without credit are charged a $65 administrative fee per semester or session, the
consolidated services fee, as well as any penalty fees they may incur (e.g., late registration, payment reprocessing fees, library fines, etc.). They are not charged any other regular fees such as student activity fees or application fees. This $65 fee is considered a non-instructional fee. Those courses being taken by senior citizens on an audit basis without credit will not be counted for FTE reporting purposes; the grade of "AUD" will be assigned. Inasmuch as tuition is not being charged, there are no waiver amounts being reported. Therefore, the senior colleges will not treat these non-tuition courses as reimbursable waivers billed to the State. For financial statement purposes, there will be no revenues recorded since tuition is not being charged.

If, for whatever reason, courses beginning with Summer 1995 for which senior citizens were not charged tuition, are counted toward a degree, then the applicable tuition in effect at the time of conversion will be charged.

A senior citizen who wishes to enroll for undergraduate credit may opt to do so on the same basis as any other degree-credit student. He/she shall pay the applicable tuition and fees, i.e., student activity fee, application fee, etc. However, a senior citizen cannot be a dual registered student, that is, a senior citizen cannot be enrolled in the same semester for courses on an audit basis (no tuition) and for other courses on a degree basis (tuition charged). The senior citizen must elect at the time of registration whichever status he/she prefers. The senior citizen must either be a degree or non-degree (audit) student, but not both in the same semester.

Senior citizens are not permitted to register, tuition (or fee) free, for any graduate level courses. If senior citizens register for graduate level courses, they will be charged the graduate tuition rate regardless of whether the courses are credited toward an undergraduate or graduate degree. Student activity fees and application fees must also be paid.

The following forms of proof of age are acceptable:

- Medicaid Card
- Driver's License
- Birth Certificate

The college is required to retain a copy of the above proofs or have a signed statement by a college official attesting that one of the above forms was examined and the student satisfied the age requirement.
H. Cooperating Teacher Waiver (Also Refer to Section IV.A.13.)

The Regents Statewide Plan for Post-Secondary Education requires that teacher education programs emphasize field-based training and the participation of school personnel in the conduct and development of school-based training programs. In order to meet this goal, increasing cooperation and participation is required of teachers in the City of New York school system.

An Application Fee of $40 will be charged upon original application, but will be waived for up to three semesters of nonattendance (one to include summer session). However, if the cooperating teacher fails to re-register within 13 months of his/her last registration, he/she will again be subject to payment of the application fee. This provision is contingent upon presentation by the cooperating teacher of a valid Tuition-waiver Certificate. The Certificate is valid for enrollment within one year from date of issue. Thus, a cooperating teacher has the Fall, Spring and Summer Session to utilize the waiver.

Upon payment of the $40 application fee, cooperating teachers may be granted tuition waivers for up to 6 credits for any semester (including summer session), limited to a total maximum of 18 credits. Charges for excess contact hours may also be waived for courses in which tuition has been waived. Tuition waivers may be granted to residents and nonresidents (up to the resident student tuition rate) and are applicable to undergraduate and graduate courses. There is a $25 Cooperating Teacher Fee and a Consolidated Services Fee charged to each student per semester. The Cooperating Teacher Waiver cannot be used for the Maintenance of Matriculation Fee.

Cooperating teachers who take credits in excess of those waived are required to pay tuition at the applicable rates for the additional credits, as well as the $25 Cooperating Teacher Fee.

These cooperating teacher "students" are exempt from payment of the student activity fees. However, they must pay the Consolidated Services Fee, as well as any other-than-tuition charges (i.e., late registration, program change, etc.).
I. Inmates of Correctional Institutions - Waivers

The City University of New York has agreed to waive the required tuition and fees (including student activity) for residents of the City of New York who are inmates of correctional institutions and enroll in courses offered by The City University of New York. Any correctional institution waivers requested and subsequently granted by the Board of Trustees will be limited within the constraints of each college's annual waiver budget.
J. **New York National Guard Waivers**

The State of New York passed a legislative bill creating a Recruitment Incentive and Retention program permitting the waiving of tuition for members of the New York National Guard. The University entered into a Memorandum of Understanding (MOU) which states that the assistance will not exceed the actual annual tuition amount charged to the member or an amount equal to the actual annual resident undergraduate tuition charged by the University, whichever is less. This program is available to all active members of the New York Army National Guard, New York Air National Guard and the New York Naval Militia. All eligible members must apply for financial aid and any available aid (except federal Montgomery GI Bill aid) must be applied first. This program is available for part-time (at least 6 credits) and full-time undergraduate study, but not for graduate study. The tuition benefit is restricted to legal residents of the State. Any active member who already possesses a baccalaureate degree is ineligible. Each member will be given a Certificate of Eligibility (voucher) to present to the college at the time of registration.
K.  Foreign Students (Institute of International Education - Queens College) - Application Fee Waiver

Effective September 1, 1969, Queens College was authorized to waive the application fee for foreign students who have completed the majority of their education abroad, whose educational records are forwarded to the College by the Institute of International Education, and who apply for matriculation to the Graduate Division of Queens College.

The Institute of International Education often forwards to Queens College a complete package of educational records, including letters of reference, transcripts, etc. of foreign students. The initial processing of the application by the Institute of International Education greatly relieves the work required of the Center of International Education at Queens College and of the Office of the Graduate Registrar. In light of the difficulties encountered by most foreign students in transferring sums (even those as small as $2.00) to the United States, and in order to encourage as large a number of qualified foreign students as possible to apply to the Graduate Division of Queens College, it is recommended that the application fee be waived in these cases.
L. Foreign Student Tuition Waivers

On June 26, 1995, the Board of Trustees adopted the proposals of the Committee on Long Range Planning regarding University Budget Planning and Policy Options. The Board also authorized the Chancellor to take such administrative actions as may be necessary to implement these proposals and the revised tuition and fee schedule.

The policy adopted for Foreign Student Tuition Waivers stated that in the absence of State support, tax-levy funding for the foreign student tuition waiver program is eliminated. It was recommended that colleges seek outside funding for such tuition support.

Since the 1995-96 budget did not provide support for foreign student tuition waivers, the University eliminated this program beginning with the Fall 1995 semester. Unless future budgets provide such funding, no further foreign tuition waivers will be granted, except to the extent that colleges fund such waivers from their own budgets. Such exceptions will not be permitted, however, if a college's budget is out of balance.
M. CAP (CUNY Assistance Program) Waivers

The community college CAP (CUNY Assistance Program) waiver was established by the Board of Trustees on June 14, 1976 for part-time community college New York City resident students enrolled in a degree program. This program is also known as the Community College Tuition Waiver Program (CCTWP). Furthermore, a student must be registered for at least 6 but less than 12 credits or the equivalent per session, and have a Pell grant index equivalent to the levels used for the APTS program.

CAP is not an entitlement program and the total amount of CAP Waivers is based upon the budget allocation to each community college.
N. Diamond Fellowship Program Waiver

The Board approved at its March 23, 1992 meeting, tuition waivers for undergraduate students enrolled in any college of the University for the Summer, Fall and Spring semester under the Diamond Fellowship Program. These waivers will continue as long as the Aaron Diamond Foundation provides funds to cover the direct costs associated with the program, including instructional, support and clerical costs, OTPS and student stipends. Instructional costs cover the Summer Institutes and mentoring during the regular academic year. The colleges will report the headcount and FTEs on the Show Registration Tape/Form A Enrollment Report in the Special Program field as code "51 - Grant/Contract-Research Foundation". They are not included in the revenue targets for the colleges. Students in the Summer Institute must complete a registration process at a "host" college, as well as a permit process at their own "home" campus.

Students may have tuition waived up to the full-time undergraduate resident tuition rate. Any foreign or non-resident students will be required to pay the difference in tuition charges. While the student in this program have been granted waivers, it is contingent upon the students applying for financial aid (Pell and TAP). In those cases where financial aid is awarded, the amount of the awards will be used to cover all or part of the tuition, and the waiver amount will be adjusted accordingly. The process for covering tuition is as follows: if TAP covers the full tuition amount, no waiver will be required; if TAP covers part of the tuition, then Pell can be used to pay the balance, but only up to one half of the Fell award. Those students determined to be ineligible for any financial aid will receive full tuition waivers.

The waivers will not be part of the college's regular waiver budget established by the University Budget Office since they are similar in nature to grant/contract program waivers. Therefore, at senior colleges these waivers will not be reimbursed by the State. The waivers will not apply to student activity fees or non-instructional fees. The Accelerated Study Fee will apply only to students whose Fall or Spring course load exceeds 18 credits. Any credits taken during an Intersession or Summer session will not be combined with Fall or Spring credits for determination of Accelerated Study Fee applicability.
O. University Skills Immersion Program (USIP) Waivers

The Board of Trustees at its June 25, 1990 meeting recognized the importance of providing special academic assistance in the basic skills of reading, writing and mathematics, and established the University Skills Immersion Program. The program which began as the Prefreshman Summer Basic Skills Immersion program for special programs (SEEK and CD) will now include all students identified with basic skills deficiencies. In addition, the program will include offerings between semesters.

USIP students will not be charged any tuition or fees for USIP courses. Therefore, there is no TAP eligibility for the USIP courses. Students who enroll in both USIP and regular summer courses must be charged tuition and fees for the non-USIP courses. The credits and credit/equivalent hours of USIP courses will not be included in the college's FTEs for budget/revenue projection. Therefore, USIP course waivers will not be included in the college's waiver budget allocations.

The colleges will be required to report enrollment data to the Office of Institutional Research and Analysis, but the data must be properly identified so that the FTEs are not included in the University Budget Office's revenue projections. It should be noted that any courses which do not offer basic skills components and are educational experiences which do not generate either credits or equated credits will not be included in the official college transcripts.
P. CUNY Honors College Program Waivers

Established in 2001, the CUNY Honors College is a University-wide Honors program for outstanding students, called University Scholars, who are entering college for the first time. University Scholars enroll at one of the seven participating CUNY senior colleges and have access to the variety of educational opportunities offered throughout the CUNY system. The educational direction and administrative and fiscal oversight of the program are the responsibility of the CUNY Honors College University Dean.

At each participating college an Honors Program Director is responsible for managing and coordinating honors-related activities on campus. Honors College advisors provide advice and mentor University Scholars on all issues relating to academic work and student life. In addition, Instructional Technology Fellows on each campus assist students in the use of their free laptop and computer technology to support and enhance their academic work. In all ways, the CUNY Honors College seeks to provide an outstanding educational opportunity and to offer a challenging undergraduate experience for this group of academically gifted students.

All University Scholars take a sequence of four interdisciplinary seminars, each having a focus on New York City, as well as a minimum of four other Honors courses. Honors College students are expected to complete 15 credits per semester and achieve an overall 3.3 GPA by the end of their freshman year and a 3.5 GPA by the end of their sophomore year, which must be maintained until graduation. They also participate in either a study abroad or internship experience as well as complete a minimum of 30 hours of community service.

A cornerstone of the program is the ability of University Scholars to register for coursework at any of the CUNY colleges, including the graduate and professional schools. This is accomplished through the CUNY permit process with the understanding that University Scholars are afforded priority registration whether it is the home or host college. In addition, each University Scholar receives a Cultural Passport that provides free or discounted access to more than 80 New York City cultural institutions.

University Scholars receive access to study grants (currently, up to $7,500 and supported by private donations) from their sophomore through senior years for academically enriching experiences, such as study abroad or living expenses during unpaid internships or research projects. After the application process is successfully completed, study grants are processed through the SFA operation of the Office of the University Controller.

Rev 2/07, effective Fall 2007 semester
The University Scholarships awarded to all Honors College students cover full tuition. Tuition is funded first from eligible TAP awards, followed by New York City Council scholarship monies and any other tuition-only scholarships, and lastly through funded waivers by the University Budget Office. Effective Summer 2005 session, all CUNY Honors College waivers are reimbursed by the University Budget Office at the resident rate of tuition.

Beginning with the Fall 2007 semester, the exemption from paying both tuition and fees (including student activity, USS, accelerated study, consolidated services, material fees and the technology fee) applies only to continuing University Scholars. For new University Scholars who entered in the Fall 2007 semester and thereafter, the exemption from payment covers only tuition. The fees are paid by the University Scholars.

It should be noted that for continuing University Scholars, other financial aid such as Pell is not applied to their tuition and fee bills and, therefore, can be used by these students to cover other educational expenses. For new University Scholars entering in the Fall 2007 semester and thereafter, such aid may be applied to their fee bills. Home colleges of University Scholars may supplement the Honors College scholarships through campus-based awards.

University Scholars register at their respective home colleges and are billed through the SIMS system. For continuing University Scholars, waivers are recorded for both tuition and fees so that the bills generated indicate no monies owed to the colleges. For new University Scholars entering in the Fall 2007 semester and thereafter, waivers are recorded only for the tuition portion of the bill, but not the fees. The fees are paid by the students.

Any questions about the program or the treatment of University Scholars should be directed to the University and campus Honors College officials.

Rev 2/07, effective Fall 2007 semester
Q. Teaching Opportunity Program Waivers

Beginning in Summer 1999, the Board of trustees approved the waiver of the part-time master’s degree tuition for those students awarded scholarships to participate in the University’s Teaching Opportunity Program (TOP). This program is carried out in collaboration with the Board of Education. TOP provides graduate students with the opportunity to take courses in teacher education programs at CUNY. Lehman, Hunter, Brooklyn, College of Staten Island, City and Queens have programs enrolling TOP students. TOP students must register for coursework that can be applied toward the master’s degree program leading to a teacher certification.

Each semester including the summer, the colleges involved received lists of eligible students entitled to tuition waivers from the University Dean for Teacher Education. Up until the Spring 2002 semester, the waivers for TOP students entering the program were treated as unfunded waivers by the University Budget Office (UBO) and the colleges received no reimbursement from the State for this type of waiver.

Beginning with the Spring 2002 semester, TOP student waivers were handled differently by the UBO. Continuing TOP students (entered the program before Spring 2002 semester) will still receive tuition waivers for all future semesters and their waivers will continue to be unfunded. Entering TOP students (Spring 2002 semester and thereafter) will only receive waivers for their first semester’s coursework and these waivers will still be unfunded. For all subsequent semesters’ coursework, students will be billed for their tuition on a deferred basis. Students will be responsible for paying all student activity and other fees associated with their registration.

Reimbursement will be forthcoming from an organization called Americorps. However due to the timing of the reimbursement by Americorps it is necessary to grant these students tuition deferrals. The deferrals are necessary because of their voucher processing system. The lag in payments is due to the late receipt of the Americorps vouchers by the students. Students will present their vouchers to the colleges for subsequent transmittal to Americorps for payment. This process will take three semesters to complete. Therefore, TOP students’ tuition should be recorded as a deferred receivable and not as a past due receivable. During this elongated payment period, TOP students’ outstanding tuition bills should not be sent to collection agencies and they should be allowed to register for subsequent semester coursework.

As in the past, colleges will received a list of eligible students each semester in order to determine how to treat these students for tuition billing purposes. If a student’s payment has not been received by the end of the third semester, the Office of the University Dean for Teacher Education should be contacted to determine the course of action to be taken regarding the student. To ensure compliance with the above requirements, the Office of the University Dean will track tuition waivers along with student performance. Copies of all TOP student bills, should be sent to this Office.

Rev 8/02
R. Police Officer Tuition Waivers

A law was enacted in November, 2004 providing a one-course tuition waiver (no limit as to the number of credits for the one course) for members of the New York City Police Department employed in the rank of police officer who are enrolled in programs leading to a baccalaureate or higher degrees at a senior college. The course must be related to the police officer’s employment with the Department.

This is a one-time course waiver and does not extend beyond the semester in which the waiver is granted. In order to apply for the waiver, the police officer must present his/her NYC Police Department shield (badge) and the photo ID which contain both the Tax ID # on the back of the card and the date of birth. The photo ID must indicate that the student is in the rank of police officer.

In addition, the police officer must complete a certification form (see Addenda W in the Tuition and Fee Manual) stating that he/she is currently a NYC police officer and that he/she has never received this type of tuition waiver at any other CUNY college.

The tuition waiver with an initial expiration date of July 1, 2006 was again extended for two more years after the first extension in 2008. The current effective waiver period is extended to July 1, 2010. The waiver may apply to any semester, intersession or summer term. SIMS will designate a specific code for this waiver. These are unfunded waivers as determined by the University Budget Office and therefore, the colleges will not receive any reimbursement.

Rev 2/19/09
On January 29, 2007, the Board of Trustees authorized the Graduate School and University Center to waive the graduate application fee for all McNair Scholars applying to any of its doctoral programs beginning with the Fall 2007 semester. The McNair Scholars participate in a federally funded diversity program designed to assist them in completing their undergraduate requirements and to prepare them for doctoral studies. The granting of this waiver will ensure that the Graduate School attracts a greater number of qualified minority students to its doctoral programs from this national diversity program.