



## UUP Program for Tuition Assistance

*State employees represented by UUP are eligible to receive tuition assistance for one course per semester, and special session, for example one waiver during summer and one waiver during winter session.*

UUP Tuition Waiver Form- [click here](#)

### Procedure:

- Employees are responsible for registering for the course for which they are seeking a waiver as well as any other course(s) that they wish to take during the semester or session. If you are a first time Oswego student: First create an account at: <http://myoswego.oswego.edu>. Under "Registration Links", go to "Undergraduate New Student Non Degree Applicants" and complete the application. Submit. In a few days you will receive an Oswego ID# along with a password with instructions for how to register for the course.
- Once you have registered for your course(s), please complete the online [UUP Tuition Waiver form](#) and submit. Please submit the form as soon as possible but no later than the following dates:  
**Fall-** August 10<sup>th</sup>   **Winter-** December 10<sup>th</sup>   **Spring-** January 10<sup>th</sup>   **Summer-** May 10<sup>th</sup>
- The Human Resources Office will verify your employment (sign off on the form) and forward to the Student Accounts Office for processing.
- There will be some fees, which vary depending on the course, the location, and the time of year the course is offered (regular semester vs. summer courses). The fees can include technology fee, health fee, Student Association fee, and campus fee, which you can pay while at the Student Accounts Office or the Student Accounts Office will bill you.

### For any questions you may contact:

UUP Oswego Chapter Office: (315) 312-3263 or email [uup@oswego.edu](mailto:uup@oswego.edu)

Human Resources Office: (315) 312-2230 or email [hr@oswego.edu](mailto:hr@oswego.edu)

Student Accounts Office: (315) 312-2225 or email [stuaccts@oswego.edu](mailto:stuaccts@oswego.edu)