



CUNY Employee Waiver

1. WHAT IS A CUNY EMPLOYEE WAIVER?

This tuition waiver for CUNY employees only! Eligible Undergraduate and Graduate courses are waived for any CUNY college on a space available, no-cost basis depending upon the term the employee is registered for, their category/title, the number of credits attempted, and their amount of service time.

2. HOW DO I APPLY FOR THE CUNY EMPLOYEE WAIVER?

Obtain a [CUNY Employee Waiver](#) and complete the form in its entirety. Staff members must visit the Human Resources department in their college/administrative office to get their tuition waiver approved. This must be done for each term.

***NOTE:** JJC employees must also complete a [Tuition Waiver Addendum Form](#) along with the CUNY Waiver prior to approval from JJC's HR department.

Employee Category	Service Requirements	Course Type & Credit Limits	Summer Session	Winter Session
Instructional Staff	UG – 1 year GR – None	UG – No Limit GR – 6 Credits	No	No
Classified Managerial	UG – 1 year GR – None	UG – No Limit GR – 6 Credits	No	No
Adjunct Teaching Titles	10 Consecutive Semesters	1 Course (UG or GR)	No	No
Gittleston Titles	6 Months	UG – No Limit GR – 6 Credits	Yes UG Only	No
Classified White Collar	1 Year	UG – No Limit GR – 3 Credits	Yes UG Only	No
Classified Blue Collar	1 Year	UG – No Limit GR – 3 Credits	Yes UG Only	No
Skilled Trades	1 Year	UG – No Limit GR – None (Undergraduate Only)	Yes	No

3. WHERE IS THE CUNY EMPLOYEE WAIVER ACCEPTED?

HR approved CUNY Employee Waivers must be submitted to the Bursar's Office **prior to the start of the semester**.

*** Employee waivers are no longer submitted in-person, by mail, or faxed by the student. They are submitted electronically via e-mail by the authorized administrators only. ***

4. WHAT DO I NEED TO KNOW ABOUT THE CUNY EMPLOYEE WAIVER?

Waivers are valid for tuition charges ONLY. Credits in excess of the waiver cap, student/ancillary and non-instructional fees are **NOT** covered by this waiver and may vary based on course type and/or program of study. Refer to your CUNYfirst account to access your most current balance. Tuition/fees past due are subject to enrollment cancellation, late fees and/or account holds.

Office of the Bursar
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New York, NY 10019
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E: Bursar@jjay.cuny.edu

5. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE—CAN I USE THE CUNY EMPLOYEE WAIVER TO REMOVE IT?

The Bursar hold will be removed when 1. A valid CUNY Employee Waiver is submitted for the intended semester **and** 2. The remaining balance is paid in full using any one of the accepted methods.