

# Uniformed Services Waiver



## 1. WHAT IS THE UNIFORMED SERVICES WAIVER?

Uniformed Services Waiver is a \$100.00 tuition waiver available to New York City and certain New York State full-time, non-supervisory, uniformed service personnel. Eligible students are entitled this waiver for the Spring and Fall semesters only (no Winter/Summer). **The student is responsible for any outstanding tuition balance. This is a TUITION ONLY waiver and cannot be used to pay student/ancillary fees.**

## 2. AM I ELIGIBLE FOR THE UNIFORMED SERVICES WAIVER?

The student must 1. Fulfill the employment eligibility requirements as NYC/NYS\* full-time (non-supervisory), uniformed service personnel, 2. Be enrolled as a matriculated student in a degree granting program, and 3. Be pursuing their first Baccalaureate Degree.

## 3. HOW DO I APPLY FOR THE UNIFORMED SERVICES WAIVER?

- Obtain a [Uniformed Services Waiver](#) by clicking this link or in-person from the Jay Express kiosk.
- Complete the form in its entirety.
- Present the completed forms and Police ID to Jay Express. **Photocopies are not accepted.** Photocopies of the physical ID will be made in person by an authorized Jay Express Staff person. **\*\* BEGINNING SUMMER 2020, JAY EXPRESS WILL IN-TAKE E-MAILED PHOTOCOPIES & THE COMPLETED FORM FROM THE STUDENT DUE TO THE CURRENT NATURE OF THE PUBLIC HEALTH CRISIS UNTIL FURTHER NOTICE. \*\***

## 4. WHERE IS THE UNIFORMED SERVICES WAIVER ACCEPTED?

Once the forms are approved by Jay Express, the student must submit all documents to the Bursar's Office for processing. **\*\* BEGINNING SUMMER 2020, JAY EXPRESS WILL FORWARD THE COMPLETED PAPERWORK VIA E-MAIL TO BURSAR DUE TO THE PUBLIC HEALTH CRISIS UNTIL FURTHER NOTICE. \*\***

- **In-Person:** The Bursar's Office is located in the New Building, Room L.70. First obtain a B-Ticket from the Jay Express kiosk. A Bursar representative will call the student and process the transaction.
- **Mail:** Office of the Bursar, 524 West 59<sup>th</sup> St, Rm. L70, New York, NY 10019

## 5. HOW IS THE UNIFORMED SERVICES WAIVER APPLIED TO MY ACCOUNT?

The waiver is typically applied within the first ten business days of the semester/session start date and covers \$100.00. It will appear on the account as "Uniformed Service Waiver."

## 6. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE—CAN I USE THE UNIFORMED SERVICES WAIVER TO REMOVE IT?

Bursar Holds will be removed when 1. A valid Uniformed Services Waiver is submitted for the intended semester and 2. Any remaining balance is paid in full using any one of the accepted methods.

**Office of the Bursar**  
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