Uniformed Service Waiver

1. WHAT IS THE UNIFORMED SERVICE WAIVER?

Uniformed Service 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 to 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 SERVICE 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 SERVICE WAIVER?

- Obtain a Uniformed Service 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. ** FOR THE SUMMER 2020 & FALL 2020 SEMESTERS ONLY, JAY EXPRESS WILL IN-TAKE E-MAILED PHOTOCOPIES & THE COMPLETED FORM FROM THE STUDENT DUE TO THE CURRENT NATURE OF THE PUBLIC HEALTH CRISIS. **

4. WHERE IS THE UNIFORMED SERVICE WAIVER ACCEPTED?

Once the forms are approved by Jay Express, the student must submit all documents to the Bursar’s Office for processing.
** JAY EXPRESS WILL FORWARD THE COMPLETED PAPERWORK VIA E-MAIL TO BURSAR FOR THE SUMMER 2020 & FALL 2020 SEMESTERS ONLY DUE TO THE PUBLIC HEALTH CRISIS. **

- **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 59th St, Rm. L70, New York, NY 10019

5. HOW IS THE UNIFORMED SERVICE 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 SERVICE WAIVER TO REMOVE IT?
Bursar Holds will be removed when 1. A valid Uniformed Service Waiver is submitted for the intended semester and 2. Any remaining balance is paid in full using any one of the accepted methods.