

TO: ALL AGENCY SUPERVISORS

DATE: October 27, 2009

RE: Tuition Waivers for Agency Supervisors

All agency supervisors are eligible to apply for one three-credit tuition waiver when they are currently supervising one or more community service program student who is fulfilling their RSSW291, RSSW90 or RSSW390 course requirements.

The procedures for filing a request are described below. If you require any additional assistance you may contact Susan Walsh at the Community and Public Service Program Swalsh@uamail.albany.edu

1. Complete the waiver request form and return it to Susan Walsh in the Community and Public Service Program office (contact information provided at the top right of application).
2. The waiver will be issued to the "Supervisor of Record" (the supervisor assigned and supervising the student(s) for this semester). Co-supervisors must designate Supervisor of Record or the waiver will be issued to the first instructor listed.
3. The tuition waiver request **must be returned on or before Wednesday, December 9, 2009** in order for you to receive the tuition waiver certificate. **Please print clearly on these forms.**
4. Waivers will be issued directly from the Controller's Office at the University at Albany. We cannot guarantee the actual date vouchers will be issued from this office.
5. Each waiver is:
 - Valid for a period of twenty-five months from date of issue
 - Non transferable
 - Applicable for graduate or undergraduate (3 credit) courses at any SUNY Campus (**Not valid at community colleges**)
 - Earned per semester not per student
 - Subject to federal, state or local income taxes, whether or not they are ever redeemed

Thank you for your commitment to the School of Social Welfare. We look forward to continuing our association in the future.