Tuition Waiver Process

1. Tuition Waiver (TW) Request is emailed to Field Educator (FE) List Serv
2. FE submits TW Request Form to Field
3. Field sends email to FE about taxable income
4. Field processes forms and sends to UB financial
5. UB financial mails TW Certificate to FE's home address
6. Field sends Year End Report to UB financial. UB sends to Albany
7. Albany issues 1099 tax forms to FE's home addresses

**Important Note: Tax Liability**
If the total value of TW’s requested are in excess of $600 a 1099 will be issued and mailed to the FE’s home address shortly after the end of the year.