

**APPLICATION FOR UUP SPACE AVAILABLE REGISTRATION**  
*Please read the instructions at bottom of page prior to form completion.*

**Part I: To be completed by Employee**

Employee Name: (last, first)		BU Number:	
Employing Campus:		Office Phone:	
Office Mailing Address:		Email Address:	

Course Title and Department Name:		Course Catalog Number:	
Section No.:		Credit Hours:	
		Grading Option: <i>Normal, Pass/Fail (UG Only), Audit</i>	
Semester: (Winter, Spring, Summer, Fall)		Year:	

I hereby apply for permission to gain a tuition credit for up to four (4) credit hours for the course listed above on a Space Available basis. I have registered for the course and understand this benefit is subject to post audit for eligibility purposes. I will be liable as any other student if such post audit results in loss of benefit. I understand that I am responsible for paying all fees other than tuition.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**Part II: Approval of Employing Campus (if other than Binghamton University)**

\_\_\_\_\_  
*Signature of Campus Human Resources Representative*

\_\_\_\_\_  
*Date*

**INSTRUCTIONS FOR UUP SPACE AVAILABLE APPLICATION:**

Space Available is an official “forgiveness” of all of the tuition (excluding fees) for **one** course taken at Binghamton University. The program is available to UUP-represented employee only. The applicant must be admitted (or readmitted) to Binghamton University on a matriculated or non-matriculated basis.

- Applicant **must** be in registered status for the course listed on the Space Available application form above.
- The Space Available program applies only to classroom-based instruction, including distance-learning courses, for credit. Individual instruction courses (independent study, thesis, research, or dissertation) are not included in this program.
- Completed applications, with required signature(s), must be filed with Human Resources, Couper Administration Building, ADM-242, by the end of the first week of classes. (Mailing Address is Human Resources, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000)
- Upon establishing a student/employee’s eligibility, Human Resources will contact Student Accounts to apply a tuition credit equal to four (4) credit hours.
- Once approved, go to Student Accounts Office, SW-117, and immediately pay your required student fees in order to avoid a late payment fee or cancellation of your registration for non-payment.
- **The applicant for the Space Available course enrollment must pay all fees other than tuition.** Any outstanding obligations to Binghamton University also must be cleared before the registration process can be completed.
- *This benefit can be exercised at other SUNY campuses, but procedure and nomenclature may be unique in these situations.*