



## **EMPLOYEE TUITION WAIVER POLICY**

### **PURPOSE**

The purpose of this policy is to outline the tuition waiver program. This policy complies with the Civil Service Commission policies and all agreements between the organized employee units.

***The use of this policy is subject to the availability of funds.***

### **POLICY**

The tuition waiver program provides tuition assistance to allow employees to take approved courses at the university. *Employees requesting a tuition waiver must agree to pursue all such course work at a time other than at times when the employee is scheduled for regular or emergency work assignments at the University.* Attendance and related responsibilities must in no way adversely affect the efficiency or employment of such staff members.

### **ELIGIBILITY**

#### **Eligible Employees**

- All full-time, permanent employees are eligible for this Tuition Waiver Program once they have successfully completed all required probationary periods.

#### **Ineligible Employees**

- Employees in temporary or provisional status.
- Employees who are receiving or are eligible to receive scholarship and/or tuition assistance through other public or private agency resources.
- Employees who's last performance evaluation is unsatisfactory or below standard.

### **BENEFIT AMOUNT**

The maximum amount of waiver available per person is not to exceed the cost of six credits per semester or education program. (CWA employees are eligible to receive up to twenty-four credits per calendar year.)

*Graduate Students: Please be advised that as mandated by the IRS, amounts of tuition and fees in excess of \$5,250 are subject to taxation in the calendar year in which the expense is incurred. All employees who exceed \$5,250 will receive notification from the Human Resources Office.*

### **CRITERIA**

- A. An employee approved for tuition aid or tuition waiver may withdraw from the course without prejudice. However, in doing so, the employee waives the right to any reimbursement or tuition waiver of tuition. A statement of this withdrawal should be submitted to the Office of Human Resources by the employee.
- B. An employee, who voluntarily terminates employment prior to completion of the course, waives entitlement to waiver or reimbursement for that course.
- C. An employee must be in full employment status at the time of reimbursement or waiver.
- D. Failure to satisfactorily complete a course or to make payment to the University for Assessed Fees will render the employee ineligible for further tuition assistance.

## **PROGRAMS AND COURSES NOT COVERED**

- A. Education and/or training that may be obtained through State or other resources at lesser cost.
- B. Education and/or training for which employees are eligible to receive remuneration through scholarships or assistance other than that available from the college.
- C. Tuition waivers for non-credit courses will not be granted unless space is available.
- D. Doctoral programs will not be eligible.

## **EXPENSES NOT COVERED**

Travel, book and fee expenses are ineligible under this program.

## **GRADE REQUIREMENTS**

Employees who do not satisfactorily complete courses for which a tuition waiver has been granted, or receive a grade below "C", shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be granted to such employee. Notification must be given to the bursar's office via e-mail ([bursar@njcu.edu](mailto:bursar@njcu.edu)) when a change of grade to an *incomplete grade* occurs.

## **PROCEDURES**

1. Employees must be accepted into the undergraduate or graduate program at the university through the admissions department.
2. Registration for classes begins for employees the 2<sup>nd</sup> day of the semester term.
3. Once registration is completed you must complete a New Jersey City University Employee Request for Tuition Waiver Form, which is available in the Human Resources Department.
4. Submit the completed New Jersey City University Employee Request for Tuition Waiver Form to the Human Resources Department with all the required approval signatures from your supervisor and the Office of Financial Aid for final approval by Human Resources. **Please be aware that if you receive any financial aid grants or scholarship assistance you will not be eligible for a tuition waiver. You can only choose one benefit: Financial aid grant/scholarship OR Employee Tuition Waiver.**
5. Proceed to the Bursar's Office with your authorized Tuition Waiver Form to clear your tuition bill and pay any applicable mandatory one-time fees (Orientation Fee, One-time Transcript Fee, etc.) not covered by the tuition waiver.
6. All waiver and payment fees need to be submitted to the Bursar's office by the 5<sup>th</sup> day of the term.