



**Policy and Procedures Tuition Waiver Program Packet for
Adjunct Faculty Represented by the
American Federation of Teachers (AFT) Local 1839**



Tuition Waiver Program for Adjunct Faculty and their dependents

Purpose of the Program

The Tuition Waiver Program for employees represented by the American Federation of Teachers (AFT) Adjunct Unit provides tuition assistance the Adjunct Faculty and their dependent who enroll in eligible courses At New Jersey City University

Eligibility Requirements

Eligibility is limited to adjunct faculty members and their dependents when the adjunct faculty member has been employed at NJCU during three consecutive academic years. For example, three consecutive fall semesters, or three consecutive spring semesters or three consecutive summer sessions or three winterims over three years OR a combination of semesters/sessions/winterims that took place during three consecutive academic years at NJCU.

Definition of a Dependent Children

Children (biological, legally adopted or legal wards) of eligible Adjunct Faculty who do not meet the qualification of independent status.

Independent student status – The child is older than 24 years or older, the child is married, the child is a veteran od the U.S. Armed Forces, the child is a graduate student.



Tuition Waiver Program for Adjunct Faculty and their dependents

Policy

- Adjunct Faculty Members applying for the Tuition Waiver Program for themselves and/or dependents for a spring, fall, summer or winterim semester/session must have an active teaching assignment during the academic year in which they or their dependents are applying for the waiter. Employees applying for the Tuition Waiver for the summer session must have taught the previous academic year and must be eligible to return to an active teaching assignment during the following academic year.
- The Adjunct or dependent is responsible for all fees. Only the cost of tuition will be waived.
- Adjuncts and/or their dependent may take undergraduate and graduate courses on a space available basis, provided they satisfy all academic prerequisites for the count and the University admission requirements. An Adjunct or the dependent may take graduate courses in a program in which they have been accepted as a matriculated or non-matriculated student. Space available basis means that enrollment permitted only after all full-tuition paying students have registered and space remains in the course. The University may exercise discretion, on a case-by-case basis, to lift enrollment caps for the purpose of supporting this tuition waiver program.
- If an adjunct or dependent student is a student receiving financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- This program applies to only academic courses offered for credit and does not apply to non-credit CPE courses.
- The maximum amount of tuition aid available per Adjunct Family Member or each dependent will not exceed the cost of two courses of 3-4 credits each or 6-8 credits per semester or session.



- An Adjunct requesting a Tuition Waiver may establish their eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the adjunct is scheduled for regular teaching assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of the adjunct faculty.

- Tuition is waived for Adjuncts and their dependents who receive a passing grade. Adjuncts or dependents that do not satisfactorily complete or withdraw from courses for which a tuition waiver has been granted shall be required to reimburse the University for the tuition cost of the course(s). No further waiver shall be available until the reimbursement has been made.

- Tuition Waiver approval valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver must be completed.



Procedures for Participating in the Tuition Waiver Program

- Adjuncts or their dependents wishing to take an eligible course(s) covered under this program at New Jersey City University must complete Tuition Waiver Application, available on the University's website under Tuition Assistance Programs.
- A tuition waiver application must be completed and submitted for each semester. The completed applications may be submitted electronically. The final cutoff for applications for the program is the end of the published drop/add period for each semester/session.
- The Director of Payroll and Employee Benefits or another designee by the University president will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Office of Student Accounts and to the adjunct the Office of Payroll and Employee Benefits.
- Late submission may result in billing for tuition by the Bursar. Adjuncts or their dependents who are billed and have approved Tuition Waiver Application from the Payroll and Employee Benefits Office should the Office of Student Accounts to clear the bill Adjuncts and/or their dependents who do not have an approved Tuition Waiver Application within 5 Business days after submission should contact the Payroll and Employee Benefits Office.
- Adjuncts who withdraw from a course are required to reimburse the University with the academic program adjustment outlined in the Master Schedule.
- In cases of waiver denial, written reasons for the denial shall be provided to the Adjunct of the dependent. A written appeal of the denial may be made to the President within five (5) business days.



**Tuition Waiver for Adjunct Faculty Represented by the
American Federation of Teachers (AFT) Local 1839
And Their Dependents**

Frequently Asked Questions (FAQ)

1. What is a Tuition Waiver?

A Tuition Waiver program is free tuition in any credited courses at New Jersey City University, provided space is available, and they meet the University's requirements for admission to credit courses depending on fund availability.

2. Who is eligible for the Adjunct Faculty Tuition Waiver benefit?

Eligible Adjunct Faculty and their eligible dependents. Eligibility is defined page 2

3. Are my parents eligible for Adjunct Faculty Tuition Waiver?

Parents are not considered dependents, therefore, are unable to use the Tuition Waiver.

4. Do I have to be a student at New Jersey City University ?

Yes, you must be an enrolled student of NJCU.

5. What is eligible for the Tuition Waiver?

Credited courses only; *Not including Continuing Professional Education (CPE) courses.

6. When should I submit my Tuition Waiver application?

Tuition Waiver applications are due before the start of your course/s—one application per semester.

7. What is excluded from Tuition Waiver?

Continuing Education Courses.

8. To whom do I submit my supporting documents?

Please submit your supporting documents to the Benefits personnel in the Human Resources Department and hr@NJCU.edu.

9. How do I know I have been approved for Adjunct Faculty Tuition Waiver?

You will receive a confirmation email with the approved application attached.