



## **New Jersey City University**

## **Policy and Procedure Tuition Waiver Program for Dependent Children**

### **Tuition Remission Program for Dependent Children of Full Time Employees and Spouse**

#### **General Program Description**

The tuition waiver program provides partial waiver of tuition costs at New Jersey City University for eligible dependent children of full time University employees. To receive this waiver the student must fulfill the academic and administrative requirements for admission; apply for all available state and federal grants and scholarships, and along with receiving a passing grade. The cost of tuition only is waived. If the student does not receive a passing grade for the course (s) for which the waiver has been granted, reimbursement to the University for all waived costs will be required. Until this is done no other waivers will be granted. All fees and additional charges are the responsibility of the student. If a parent dies while employed in an eligible position and if the student was admitted or enrolled at the time of the parent's death the student will be eligible until completion of the baccalaureate degree.

#### **Definition of Dependent Children**

Children (biological, legally adopted, or legal wards) of full time employees who do not meet the qualifications for independent student status.

Independent student status – the child is 24 years or older, the child is married, the child is a veteran of the U.S. armed forces, the child is a graduate student.

#### **Employees**

Full time permanent employees who have worked full time for a minimum of one year prior to the start of the first day of the semester. Faculty members must be in tenure track lines. Unclassified employees must be in one year or multi year contracts. Classified provisional employees or in their initial working test period are not eligible. Employees must remain in active full time status. If the employee fails to maintain active full time status the tuition waiver will cease at the end of the academic semester in which the status changed.

#### **Children**

Must be completing their first baccalaureate degree.

Tuition waivers are for Fall and Spring semesters only. Summer sessions are not included.

Student must submit a FAFSA form.

Tuition waiver for dependent child must be submitted each semester. The student and employee must meet all eligibility requirements for that semester.

**Amount of Waiver for Dependent Children**

The University will waive 40% of tuition not covered by scholarships and/or grants for programs leading to the first baccalaureate degree up to a maximum of the total number of credits required for completion. In no case will tuition remission be granted beyond eight semesters or the number of credits required for completion of the program



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**Employee's Name:**

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**Employee ID#:**

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**Employee's Department:**

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**Dependent's Name:**

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**Dependent's Student ID#**

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**Dependent's Date of Birth:**

**Degree Program:**

Undergraduate: \_\_\_\_ Graduate: \_\_\_\_

**Academic Year Applying for Waiver:** Semester:

Fall: \_\_\_\_ Spring: \_\_\_\_

**Have you filed a FAFSA?**

Yes: \_\_\_\_ No: \_\_\_\_

**Date of FAFSA filing:**

**Expected Enrollment Date:**

Fall: \_\_\_\_ Spring: \_\_\_\_

**Will you have been a full-time New Jersey City University employee for at least one year by the time of your child's intended enrollment date?**

Yes:

No:

**Has the student registered for courses?**

Yes:

No:

**The student has received this program benefit for 1 2 3 4 5 6 7 8 9 10 11 12 semesters. (Circle one of the above)**