



- New Student
- Continuing Student
- WP Online Student

Institutional Application for Unemployment Tuition Waiver

Name: \_\_\_\_\_ ID: 855 \_\_\_\_\_  
Please Print Last Name First Name

W PUNJ Email: \_\_\_\_\_@student.wpunj.edu

(Communication will be sent via your WPU email address ONLY)

Indicate Application Term:

- Fall
- Spring
- Winter
- Summer I/II - Part(s) of term \_\_\_\_\_

Eligibility

Students must:

- File a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) at least 30 days prior to the beginning of the semester or summer session. If a summer admit, then the FAFSA needs to be received by June 30<sup>th</sup> of the corresponding year. An FSA User ID is needed to sign the FAFSA electronically; FSA User IDs can be obtained or retrieved by accessing <https://fsaid.ed.gov/>. **Please note that if eligible for grants and/or scholarships, the waiver covers the difference in tuition after grants and/or scholarships are applied.**
- Obtain a signed Waiver/Referral Form from your Career One-Stop counselor.
- Have an activated WPUNJ email address, as correspondence will be via the student’s WPU email.
- NOT be in a default on student loans.
- Must meet Financial Aid Satisfactory Academic Progress (SAP), this includes returning students.
- Register for classes on designated tuition waiver registration dates in open available seats. WP Online students, as well as students taking courses during the winter term, cannot register for classes on the first day of classes since the registration period will be closed. Please speak with the University’s Unemployment Program Coordinator for further instructions.
- Complete and submit all requested and required documentation to the Financial Aid Office for verification purposes and NJFAMS, if applicable. Failure to submit required documentation will delay the processing of the waiver.
- Have a passing grade in order to maintain eligibility. (Course failures or withdrawals must be communicated to the Career One-Stop counselor for continued eligibility).
- Maintain academic program eligibility requirements.
- Be in compliance with waiver policy indicated on our webpage which can be accessed via the link provided below.

You must apply and be admitted to William Paterson University as one of the following:

(Check One)

- First time matriculated Graduate student
- First time matriculated Undergraduate student
- Admitted to a Certification or Endorsement program
- Admitted as a Non-Degree student
- Admitted as a Second Degree student

Registration:

- A \$20.00 tuition waiver processing fee will be assessed to the student’s account every semester, and must be paid along any other outstanding balances prior to the start of a future semester so that the waiver can be applied for that term. Failure to do so will result in your application for the waiver being denied.
- Students must register on the specified registration dates. Early registration and permits of classes will result in your application for the waiver being denied.
- Enrollment is limited to available classroom space.
- Students are not permitted to get an override into classes that are closed.
- Fees not applicable to waiver: tuition waiver processing fee, application fee, enrollment deposit, orientation fee, late payment fee, lab fee, insurance, housing, distance learning, parking, health insurance and student teaching. Additional fees may not be covered.

**INCOMPLETE APPLICATIONS WILL NOT BE HONORED**

For questions, please contact Ms. Joan Baguidy at [baguidyj@wpunj.edu](mailto:baguidyj@wpunj.edu) .

By signing this document you are agreeing with the terms above and the Waiver Policy at: <http://www.wpunj.edu/centers/policies-and-procedures/>

I understand the Referral/Waiver will not be approved unless all documentation is submitted by the deadline date and I have met all other requirements.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone number: \_\_\_\_\_ (Please provide primary phone number)