



## **Policy and Procedure Tuition Waiver Program for Members of International Federation of Professional and Technical Engineers (IFPTE)**

### **Purpose of the Program**

The Tuition Waiver Program provides tuition assistance to classified employees who do not possess an undergraduate or graduate degree and who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

### **Eligibility Requirements**

Eligibility is limited to active full-time classified permanent employees or full time provisional classified employees who have completed at least six months of continuous service at the University.

### **Policy**

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- If a student receives 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.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of twenty four (24) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish 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 employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Fair Labor Standards Act (FLSA) regulations prohibit employees from using breaks and/or lunch periods to make up for time used to attend classes during his/her scheduled workday. Where there is a time conflict between work hours and courses scheduled, a memo must be provided to the supervisor outlining how the work hours will be made up. The supervisor must approve the memo and it must be attached to the Tuition Waiver Program form prior to being submitted to the Payroll and Benefits office.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is 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 form must be completed.



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**PROCEDURE FOR THE TUITION WAIVER PROGRAM**

- Employees applying for the Employee Tuition Waiver Program and pursuing an undergraduate degree must complete an Application for Federal Student Aid (**FAFSA**) form. Applications are available in the Financial Aid Office located in Morrison Hall, at your local public library, or on the web at <http://www.fafsa.ed.gov>. If you have questions regarding the financial aid process, please call the Financial Aid Office at extension 2202.
- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- A Tuition Waiver Application must be completed and submitted for each semester. The original copy of the completed application must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- Where there is a time conflict between work hours and course(s) schedule, a memo approved by the Supervisor indicating how the conflict will be resolved **must** accompany the form.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Bursar's Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Bursar's Office. Employees who are billed and have received an approved copy of the Tuition Waiver Application from the Payroll and Benefits office must contact the Bursar's Office to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.



Tuition Waiver for Employees Program Application

Employee Name: \_\_\_\_\_ Employee Banner ID#: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Employee Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

<u>Course Number</u>	<u>Course Name</u>	<u>Hours</u>	<u>Credits</u>	<u>Days</u>

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Payroll and Benefits use only**

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date

Revised 5/08

**Return completed and signed form to the Office of Payroll and Benefits**