



**Policy and Procedure  
Tuition Waiver Program for  
Employees Represented by the American  
Federation of Teachers (AFT) - Adjunct Unit**

**Purpose of the Program**

The Tuition Waiver Program for Employees Represented by the American Federation of Teachers (AFT) – Adjunct Unit provides tuition assistance to Adjunct Faculty who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist in fulfilling the needs of the University.

**Eligibility Requirements**

Eligibility is limited to active members of the American Federation of Teachers (AFT) – Adjunct Unit.

**Policy**

- Adjunct Faculty Members applying for the Tuition Waiver Program for the spring and fall semester must have an active teaching assignment the semester in which they are applying for the waiver. Employees applying for the Tuition Waiver for the summer session must have taught the previous spring semester and must be returning to an active teaching assignment the following fall semester.
- The Adjunct is responsible for all fees. Only the cost of tuition will be waived.
- Adjuncts may take undergraduate courses on a space available basis, provided he or she satisfies all academic prerequisites for the course and the University admission requirements. An Adjunct may take graduate courses in a program in which he or she has been accepted and enrolled (matriculated).
- 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.
- This program applies only to academic courses offered for credit, and not to non-credit CPE courses.
- The maximum amount of tuition aid available per Adjunct Faculty Member will not exceed the cost of two courses or six credits per semester or session.
- An Adjunct 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 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 Adjunct Faculty Members.
- Tuition is waived for Adjuncts who receive a passing grade. Adjuncts that do not satisfactorily complete or withdraw from courses for which tuition waiver had been granted shall be required to reimburse the University for the tuition costs of the withdrawn course. No further waivers will be available 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.

### **Procedures for participating in the Tuition Waiver Program**

- Any eligible Adjunct 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 Employee Benefits, or on their [Tuition Assistance Programs](#) web site.
- A Tuition Waiver Application must be completed and submitted for each semester. Original completed applications must be sent to the Office of Payroll and Employee 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.
- The Director of Payroll and Employee Benefits or a designee 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 by the Office of Payroll and Employee Benefits.
- Late submission may result in billing for tuition by the Office of Student Accounts. Adjuncts who are billed and have received an approved copy of the Tuition Waiver Application from the Payroll and employee Benefits office must contact the Office of Student Accounts to clear the bill. Adjuncts 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 Employee Benefits office at extension 2884 to determine the status of their application.
- Adjuncts are responsible for retaining a copy of the approved application form for reference. Adjuncts 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's Name: \_\_\_\_\_ Employee's Banner ID#: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Employee's 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:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Multiple rows for listing courses.

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 Employee Benefits use only

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

Payroll and Employee Benefits Approval

Date