

Guide To Completing WPU Tuition Waiver Application

The Employee Tuition Assistance Program is for eligible full-time employees and adjunct faculty. Please [click here](#) to review the eligibility criteria and applicable policies and procedures.

Accessing the Form

- **Once registered for the courses**, the tuition waiver application can be accessed by logging onto **WPConnect** → **Employee Tab** → **HR & Payroll Forms** → **Employee Tuition Waiver Form**

The following screenshots provide step-by-step instructions for the Employee Tuition Waiver. The Dependent Tuition Waiver is located on page 4.

Employee Tuition Waiver

Fall 2025 semester
Click here for [Winter Tuition Waiver](#).
Click here for [Spring Tuition Waiver](#).

Deadline for employee submission: The final cutoff for application for the program is 10 business days after the final registration date each semester. See [Registrar Calendar](#) for details.

Employee: [REDACTED] **Employee Job Desc:** Information Tech Specialist (53261)
Employee Department: Enterprise Information Services **Supervisor:** [REDACTED]

Is this form for you or someone else? Self Dependent Click here for [Status & Additional Waiver\(s\)](#)

1. Form Selection

- Question: “*Is this form for you or someone else?*”
- Select **Self** → Click **Next**

Employee Tuition Waiver

Fall 2025 semester

Click here for [Winter Tuition Waiver](#).

Click here for [Spring Tuition Waiver](#).

Deadline for employee submission: The final cutoff for application for the program is 10 business days after the final registration date each semester. See [Registrar Calendar](#) for details.

Employee: [REDACTED]
Employee Department: Enterprise Information Services

Employee Job Desc: Information Tech Specialist (53261)
Supervisor: [REDACTED]

Is this form for you or someone else? Self Dependent [Click here for Status & Additional Waiver\(s\)](#)

Policy: CWA-FT

Degree/Program: MS-BABA

Step 1: Check that you have read the policy.

I certify that I have read the policy for CWA-FT.

Employee's Regular Work Schedule:

Note: All fields need to be filled, or the waiver will not be approved by Human Resources.

* Work Days:

* Work Hours: [Complete Step 1](#)

2. Policy Acknowledgment [Step 1]

- Click the **Policy** link to read the specific rules and regulations.
- Check the **Certify** checkbox to confirm you have read the policy for your union and/or employee category.
- Enter your **Work Days** and **Work Hours** → Click **Complete Step 1** button.

Employee Tuition Waiver

Fall 2025 semester

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Click here for [Spring Tuition Waiver](#).

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Employee: [REDACTED]
Employee Department: Enterprise Information Services

Employee Job Desc: Information Tech Specialist (53261)
Supervisor: [REDACTED]

Is this form for you or someone else? Self Dependent [Click here for Status & Additional Waiver\(s\)](#)

Policy: CWA-FT

Degree/Program: MS-BABA

Step 1: Check that you have read the policy.

I certify that I have read the policy for CWA-FT.

Employee's Regular Work Schedule:

Note: All fields need to be filled, or the waiver will not be approved by Human Resources.

* Work Days:

* Work Hours: [Complete Step 1](#)

3. Course Selection [Step 2]

- Click on each of the highlighted courses listed to add to your waiver form.

Is this form for you or someone else? Self Dependent [Click here for Status & Additional Waiver\(s\)](#)

Policy: CWA-FT

Degree/Program: MS-BABA

I certify that I have read the policy for CWA-FT.

Employee's Regular Work Schedule:

Note: All fields need to be filled, or the waiver will not be approved by Human Resources.

* **Work Days:** MTWThF

* **Work Hours:** 8:30-4:30

Step 2: [Click to add your courses](#)

Course: [BAN 7100:800 DATA WAREHOUSING/MINING](#)

Course: [BAN 7800:800 ARTIFICIAL INTELLIGENCE](#)

Note: Once you add your course to your waiver, you can notify your supervisor for approval.

4. Supervisor's Approval [Final Step]

- Click on the email link in the line "**Final Step**" to route your form to your supervisor for review and approval.
- Your Supervisor will receive an email notification stating that a tuition waiver application has been submitted for their approval.

Is this form for you or someone else? Self Dependent [Click here for Status & Additional Waiver\(s\)](#)

Policy: CWA-FT

Degree/Program: MS-BABA

I certify that I have read the policy for CWA-FT.

Employee's Regular Work Schedule:

Note: All fields need to be filled, or the waiver will not be approved by Human Resources.

* **Work Days:** MTWThF

* **Work Hours:** 8:30-4:30

Step 2: [Click to add your courses](#)

Course: [BAN 7800:800 ARTIFICIAL INTELLIGENCE](#)

Courses on Waiver Form (Credits)

BAN 7100:800 - DATA WAREHOUSING/MINING (3)

Final Step: [Click on the email link to send for Supervisor's approval: Email Alaya, A Joseph](#)

Once the Supervisor approves the waiver through the link provided in the email, the form will be routed electronically to Human Resources for processing.

To remove a course that was added in error or dropped, please contact Human Resources at humanresources@wpunj.edu.

3. FAFSA Information [Step 2]

Dependents pursuing their first baccalaureate degree must file an Application for Federal Student Aid (FAFSA). Applications are available at the Financial Aid Office located in Morrison Hall, at your local public library or at <http://www.studentaid.gov>

- Enter the FAFSA file date → Click **Submit FAFSA**

Employee Tuition Waiver

Fall 2025 semester

Click here for [Summer Tuition Waiver](#).

Deadline for employee submission: The final cutoff for application for the program is 10 business days after the final registration date each semester. See [Registrar Calendar](#) for details.

Employee: [REDACTED]

Employee Job Desc: Secretarial Assistant 2, NS (24532)

Employee Department: College of Science and Health

Supervisor: [REDACTED]

Is this form for you or someone else? Self Dependent [Click here for Status & Additional Waiver\(s\)](#)

Policy: [Dependents](#)

I certify that I have read the policy for dependents.

Dependent: [REDACTED]

Degree/Program: BS-NURG

Step 2: Enter your FAFSA file date

When did you file a FAFSA?

Filed Date: (format mm/dd/yyyy)

Alert: In order to proceed with the Tuition Waiver application, please file the FAFSA and provide the date of filing.

4. Dependents Confirmation [Step 3]

- Click on the email link in “**Step 3**” to route the form to the dependent for their confirmation of the waiver.
- Your dependent will then receive an email notification to their campus email address stating that a tuition waiver was submitted for their approval. Once they electronically approve the waiver through the link provided in the email, the form will be routed to Human Resources for processing.

Fall 2025 semester
Click here for [Summer Tuition Waiver](#).

Deadline for employee submission: The final cutoff for application for the program is 10 business days after the final registration date each semester. See [Registrar Calendar](#) for details.

Employee: [REDACTED] **Employee Job Desc:** Secretarial Assistant 2, NS (24532)
Employee Department: College of Science and Health **Supervisor:** [REDACTED]

Is this form for you or someone else? Self Dependent Click here for [Status & Additional Waiver\(s\)](#)
Policy: [Dependents](#)
 I certify that I have read the policy for dependents.

Dependent: [REDACTED] **Degree/Program:** BS-NURG
Step 2: Enter your FAFSA file date
When did you file a FAFSA?
Filed Date: (format mm/dd/yyyy)
Alert: In order to proceed with the Tuition Waiver application, please file the FAFSA and provide the date of filing.

Step 3: Send email to dependent to confirm and complete the waiver: [Email \[REDACTED\]](#)

Step 4: Please submit the supporting documents such as taxes and birth certificate to the Payroll and Employee Benefits office, through the [My Documents Upload](#) page in WPConnect. The Tuition Waiver form will not be approved until the supporting documents are submitted.

Your dependent's GPA will be reviewed at the end of fall semester.

5. Supporting Documentation [Step 4]

- Submit supporting documentation [copy of first page of current tax return & dependent's birth certificate] electronically through WP Connect > Employee tab > HR & Payroll Forms > My Document Upload.