



Policy and Procedure
Tuition Reimbursement & Tuition Waiver for
Employees Represented by the Law Enforcement of PBA and
Superior Officer and Primary Level Supervisory Units of FOP

Purpose of the Program

The Tuition Reimbursement Program established under N.J.A.C. 4A:6-4.3 provides reimbursement to career service employees who are enrolled in undergraduate, graduate, technical or supplemental course work at an accredited educational institution, State College/University [not at William Paterson University] which relates to their current or planned job responsibilities.

The Tuition Waiver Program provides tuition assistance to classified employees who enroll in eligible courses at William Paterson University.

Eligibility Requirement

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

Tuition Reimbursement Policy

- Participation in the Tuition Reimbursement Program is solely funded by the employee's department and is subject to the availability of funds. It is the Director/ Managers responsibility to determine if sufficient funding is available to reimburse the employee.
- Employees are responsible for all fees. Only the cost of tuition will be reimbursed.
- Employees who receive tuition aid or assistance through another public or private agency are not eligible to be reimbursed under this program.
- If approved by the President of the University or his/her designee, the employee may receive tuition reimbursement at a rate not to exceed the current per credit tuition rate at William Paterson University.
- The maximum amount of tuition reimbursement available per person will not exceed the cost of six (6) credits per semester.
- Employees requesting Tuition Reimbursement 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 in classes and related responsibilities must not adversely affect the work performance of such staff members.
- Tuition Reimbursement Program approval is valid only for those courses specified on the reimbursement application. No changes, alterations or erasures are permitted. If a change is necessary, a new Tuition Reimbursement Application must be completed.
- An employee who is separated from employment for any reason prior to the completion of the course(s) waives all entitlements to reimbursement under the program.



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Procedure for the Tuition Reimbursement Program

- Any eligible employee wishing to take an eligible course covered under this program must complete a Tuition Reimbursement Application, available on the Human Resources web page [Tuition Assistance Programs](#)
- The application should be submitted to your Director or Supervisor at least twenty (20) business days prior to the commencement of the semester. The Director or Supervisor will determine if funds are available for the tuition reimbursement.
- A Tuition Reimbursement Application must be completed and submitted for each semester. Original applications must be sent to Human Resources at least ten (10) business days prior to the commencement of the semester.
- Human Resources will review the application for eligibility. If the employee is deemed eligible, an approved copy will be returned to him/her within five (5) business days.
- The employee must submit to Human Resources no later than 60 days after the completion of the course:
 - Evidence of satisfactory (passing grade) completion of the course.
 - Original receipts for tuition costs with documentation that the bill has been paid.
 - A voucher payment form approved by the supervisor indicating the general ledger FOAP from which the reimbursement will be made.
- Human Resources will forward all documentation to the Accounts Payable department for processing. All reimbursement checks will be mailed to the address listed on the Voucher Payment form.



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Tuition Waiver Policy

- Employees are responsible for all fees. Only the cost of tuition will be waived.
- 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 or scholarship (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.
- The maximum amount of tuition aid available per person will not exceed the cost of six (6) credits per 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 in 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.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses or drop a course 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 any public library, or on the web at <http://www.studentaid.gov>. Concerns or questions regarding the financial aid process should be directed to the Financial Aid Office.
- Once registered for classes any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available on the Human Resources web site [Tuition Assistance Programs](#).
- A Tuition Waiver Application must be completed and submitted for each semester. The completed applications must be submitted electronically through WPconnect/Employee/HR & Payroll Forms/Employee Tuition Waiver Form 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 status of the application can also be found at the same location.
- Human Resources will review the application for eligibility and forward an approved copy of the Tuition Waiver form to the Office of Student Accounts.
- Late submission may result in billing for tuition by the Office of Student Accounts. Employees who are billed and have an approved Tuition Waiver Application from Human Resources must contact the Office of Student Accounts. Employees who do not have an approved Tuition Waiver Application within 5 business days after submission must contact Human Resources at humanresources@wpunj.edu to determine the status of their application.
- 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 Reimbursement for Employees
Represented by the Law Enforcement Unit of
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Level Supervisory Units of FOP
Program Application**

Employee's Name: _____ Employee's Banner ID#: _____

Employee's Title: _____ Employee's Department: _____

Supervisor's Name: _____

Reimbursement sought for Academic Year: _____ Semester: ☐ Fall ☐ Spring ☐ Summer ☐ Winter

Institution Employee is Attending: _____

Degree Being Pursued: ☐ Undergraduate Degree Program ☐ Graduate Degree Program ☐ Terminal Degree Program

Please provide a brief explanation of how this degree program relates to your work: _____

Courses for which Tuition Reimbursement 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 University's policy and requirements for Tuition Reimbursement for Employees Represented by the PBA or FOP and I certify that the above statements made by me are true, to the best of my knowledge.

Employee's Signature

Date

I have reviewed the above and determined that funds are available to process this application.

Supervisor's Signature

Date

Human Resources use only

I certify that the employee meets the qualifications of The William Paterson University Tuition Reimbursement Program for employees represented by the PBA or FOP.

Human Resources Approval

Date

Return completed and signed form to Human Resources