



**Policy and Procedure
Tuition Reimbursement for
Employees Represented by the Law Enforcement
Unit of the PBA and Superior Officer and Primary
Level Supervisory Units of the 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 which relates to their current or planned job responsibilities.

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.

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.
- Employee is responsible for all fees. Only the cost of tuition will be reimbursed.
- Employees who received 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 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.
- 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 at William Paterson University must complete a Tuition Reimbursement Application, available on the Office of Payroll and Employee Benefits [Tuition Assistance Program's web page](#).
- 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 the Office of Payroll and Employee Benefits at least ten (10) business days prior to the commencement of the semester.
- The Office of Payroll and Employee Benefits 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 the Office of Payroll and Employee Benefits 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.
- The Office of Payroll and Employee Benefits 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.



Tuition Reimbursement for Employees Represented by the Law Enforcement Unit of PBA and the Superior Officer and Primary 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:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Includes three rows of blank lines for data entry.

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

Payroll and Benefits 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.

Payroll and Employee Benefits Staff Signature

Date

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