I. EMPLOYEES COVERED: All Employees

II. BACKGROUND:

The College believes employees should have an opportunity for an undergraduate or graduate degree which is supported through tuition assistance or tuition waiver. The College supports providing an opportunity for qualified employees to achieve certification in approved apprenticeship programs and will waive or reimburse education courses up to 32 credits in order for the employee to receive a second undergraduate degree in education. Employees at all levels are encouraged to participate in this program.

III. PROCEDURE:

A. Eligibility

1. Classified Employees

   a. Full time employees are eligible and part time employees are eligible on a pro-rata basis. Temporary, seasonal or intermittent employees are not eligible. Graduate school course work must be related to current job responsibilities at the College and meet institutional needs as determined by the employee’s immediate supervisor. Employees must receive a satisfactory performance evaluation.
B. Ineligibility

1. Courses taken in order to qualify for a different degree or certification; a second graduate or undergraduate degree unless specifically approved as job-related by the Executive Staff Member responsible for the Division in which the employee works; temporary or intermittent employees; employees who have not received a satisfactory performance evaluation; employees who are eligible to receive scholarship and/or tuition assistance through the school in which they are matriculated.

C. Application

1. Any employee wishing to make application for tuition waiver at Stockton College or tuition reimbursement at another accredited college/university must complete a Tuition Reimbursement/Waiver Form and submit the form to the supervisor no later than 30 days before the beginning of the semester.

2. If the supervisor approves this request, it should be forwarded to the Office of Human Resources within 20 days of the beginning of the semester. The application will be reviewed for eligibility and the applicant will be notified of approval.

D. Requirements

1. Employees requesting participation in this program agree that all coursework, attendance and related work such as study, library work, and other educationally related requirements be performed and scheduled at a time other than at times when the employee is scheduled for regular or emergency work assignments. Participation in tuition assistance or waiver should in no way adversely affect the responsibilities, attendance, efficiency or quality of work of Stockton employees.

E. Approval for Tuition Reimbursement or Waiver Payment

NOTE: Assistance is provided for tuition only. All fees, books, materials and supplies are the responsibility of the student.

1. Tuition reimbursement or waiver or payment approval will be made only after submission of the following information to the Office of Human Resources:

   a. Evidence of satisfactory course completion, including a copy of a transcript, indicating a grade of C or better for undergraduate courses and a grade of B or better for graduate classes.
b. In the event that funds are not sufficient to meet all requests which would otherwise be approved, priority shall be given to those who are enrolled in a baccalaureate or graduate degree program for which the employee previously received tuition reimbursement or waiver.

c. Original receipts for actual tuition costs if reimbursement is requested, exclusive of any other financial assistance.

d. Approved forms, for waiver and reimbursement, are forwarded by Human Resources to the Bursar for credit of account or to Accounts Payable for reimbursement.

F. Criteria

1. An employee approved for tuition aid or tuition waiver may withdraw from the course without prejudice. However, in doing so, the employee waives the right to any reimbursement or tuition waiver of tuition. A statement of this withdrawal should be submitted to the Office of Human Resources by the employee.

2. An employee, who voluntarily terminates employment prior to completion of the course, waives entitlement to waiver or reimbursement for that course.

3. An employee must be in full employment status at the time of reimbursement or waiver.

4. Failure to satisfactorily complete a course or to make payment to the College for assessed fees will render the employee ineligible for further tuition assistance.

G. Scheduling

1. The ability to obtain a degree while working on a full-time basis requires that all employees schedule their courses outside of work hours. The only exception made is if an employee is a senior and course requirements are not available after working hours. Proof of this circumstance will be required. Human Resources will verify whether the student is a senior through the student’s record.
H. Benefits Summary

**CWA**
- Reimbursement – Maximum of $500 per semester, including summer, not to exceed 12 credits per year, or a total of 45 credits during employment at the college.
- Waiver – whole amount or six to twelve credits per year, whichever is greater.
- Maximum of 128 credits at the undergraduate level.
- Maximum of 45 credits at the graduate level.
- Satisfactory completion of course which will include a grade of “C” or better for undergraduate courses and a grade of “B” or better at the graduate level.

**AFT**
- Reimbursement – Maximum of $150 per credit or the actual tuition, whichever is less, for employees enrolled in a terminal degree program related to their area of teaching or work ($1,800 per year) and shall not exceed 12 credits per year or a total of 45 credits during employment at the college.
- Waiver – Maximum amount of $1,000, or the cost of twelve credits, whichever is greater, each academic year or education program.
- Satisfactory completion of course with a “B” or better at the graduate level.

**IFPTE and PBA**
- Reimbursement – Maximum of $500 per semester, including summer, not to exceed 12 credits per year, or a total of 45 credits during employment at the college.
- Waiver – Maximum of $1,000 per semester, or the cost of six credits, whichever is greater, per semester, including summer.
- Maximum of 128 credits at the undergraduate level.
- Maximum of 45 credits at the graduate level.
- Satisfactory completion of undergraduate course with a grade of “C” or better and a grade of “B” or better at the graduate courses.

**MANAGERS**
• Reimbursement – Maximum of $150 per credit of the actual tuition, whichever is less, for employees enrolled in a terminal degree program related to their work ($1,800 per year) and shall not exceed 12 credits per year or a total of 45 credits during employment at the college.

• Waiver – Maximum amount of $1,000, or the cost of twelve credits,

• Satisfactory completion of work with a grade of “B” or better.