I. EMPLOYEES COVERED:

All full-time employees of the Richard Stockton College of New Jersey are covered by this procedure. Spouses, legally joined partners in a civil union, legally joined domestic partners, and dependents as defined in New Jersey Statutes are eligible. However, a student eligible for a tuition waiver under this program shall be a matriculated full-time student enrolled in an undergraduate program of instruction at the College. Part-time students are not eligible for a tuition waiver under the program. The only exception to that are high school dependents of employees who are enrolled in a Stockton dual credit program.

II. DEFINITIONS:

A. Spouse: A legally married partner of a full-time employee of the Richard Stockton College.

B. Civil Union Partner: A partner in a civil union couple in New Jersey who live together in a committed relationship is provided all the rights and benefits that married heterosexual couples enjoy. Civil union couples will have all of the same benefits, protections and responsibilities under law, whether they derive from statute, administrative or court rule, public policy, common law or any other source of civil law, as are granted to spouses in a marriage.
C. Domestic Partner: A person of the same sex, who lives permanently in the same household with a full-time employee of the College who is not legally married to the employee, but who resides together with the employee in a domestic partnership, provided the two persons declare themselves as domestic partners. An employee shall identify a domestic partner by completing, signing and filing a form established for that purpose by the Office of Human Resources. This form will be valid until revoked by the employee, or the employee leaves the full-time employ of the College. A domestic partner of an employee shall not be eligible to take advantage of the program if the employee has a spouse who is a participant in the program.

D. Dependent: An employee is eligible if they are the biological, adopted, stepchild, legal ward, or have joint custody of a child.

III. APPLICATION PROCEDURE

A. The employee must provide to the Office of Human Resources a completed Request for Tuition Waiver and proof of age. All requests should be sent to the Director, Human Resources, Room J115 thirty days before the beginning of the fall and spring semester. Human Resources will verify status of the dependent at the time of application.

B. The Bursar’s Office will notify the Financial Aid Office of the amount of the Tuition Waiver. If a student is a financial aid recipient, a review will be done to ensure that the student’s financial aid package is not over cost or over need. Adjustments may be made to ensure compliance with federal and state financial aid regulations. The Financial Aid Office will notify the Bursar’s Office after the review so the Bursar’s Office can post the tuition waiver amount to the student’s account.

C. The Bursar’s Office will verify the number of years the student has been enrolled as a full time undergraduate student at the College does not exceed five years, and the age of the student is less than twenty six at the beginning of the semester. The Bursar’s Office will manually post the Tuition Waiver to the student’s account. The amount applied may not exceed the remaining tuition balance on the student account after scholarship funds are applied.
IV. ELIGIBILITY

A. A student’s eligibility for tuition waiver is limited to five years from the time he or she becomes a full-time undergraduate student at the College. Each student is eligible for only one undergraduate degree.

B. A dependent child will be eligible for tuition waiver until the age of twenty-six years at the time of the beginning of the semester for which he or she seeks a waiver.

C. A dependent, spouse, person in a civil union or domestic partner shall not be eligible for tuition waiver during the summer session.

D. All students eligible for participation in this program must meet all academic requirements established by the College for initial admission and continuation at the College. A student shall be required to be in good standing at the College.

E. If the student is a financial aid recipient, a review will be done to ensure that the student’s financial aid package is not over cost or over need. Adjustments may be made to ensure compliance with federal and state financial aid regulations.

F. Scholarships and awards will be applied to the student’s account before the tuition waiver, provided the terms of receipt of the scholarship do not preclude application of funds other than tuition.

V. LIMITATIONS

A. EMPLOYEE SEPARATION OF EMPLOYMENT In the event of the resignation, retirement or death of an employee who has a spouse, domestic partner, partner of a civil union, or dependent enrolled at the College, that student so enrolled shall continue in the tuition program for the current semester.