ADMINISTRATION AND FINANCE MEMO: 05-05

TO: Budget Unit Managers

FROM: Charles E. Klein, Interim Vice President for Administration & Finance

SUBJECT: TUITION ASSISTANCE PROGRAM

Purpose

The purpose of this memorandum is to establish a uniform college-wide process for the request, approval and administration of tuition waiver or tuition reimbursement for employees.

Background

The Richard Stockton College of New Jersey, as one of the premier public liberal arts colleges in America, provides the opportunity for an undergraduate or graduate degree to all employees through the tuition reimbursement or tuition waiver program. All employees are encouraged to participate.

Eligibility

1. The tuition waiver or tuition reimbursement program is available to all full-time classified employees with one year of service to complete undergraduate, technical or supplemental course work at an accredited educational institution, which relates to current or planned job responsibilities. The College will also waive or reimburse up to 32 credits of education courses in order for the employee to receive a second bachelors degree in education. Graduate school course work must be related to current job responsibilities at the College and meet institutional needs. Permanent part-time classified employees are eligible on a pro-rata basis for tuition assistance.

2. Employees covered by the AFT bargaining unit are not required to have one year of service.
3. Employees requesting participation in the tuition waiver or tuition reimbursement program may participate with the provision that all class attendance and related work such as study, library work, and other educationally related requirements be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the College. Enrollment, attendance, and responsibilities related to course work should in no way adversely affect the efficiency or quality of work of an employee.

4. AFT Faculty and Staff eligibility is as defined in the negotiated Agreement.

**Ineligibility of Classified Employees**

1. Employees with less than one year of classified service on the last day of class.
2. Part-time employees who do not have permanent status, temporary, or intermittent employees.
3. Employees who have not received a satisfactory performance evaluation.
4. Employees who are receiving or are eligible to receive scholarship and/or tuition assistance through the school in which they are matriculated.
5. Employees who are able to obtain education through the state or other resources at a lesser cost.

**Application and Approval**

1. Any employee wishing to take a course under the tuition waiver or tuition reimbursement program at The Richard Stockton College or another accredited college must complete a Request for Tuition Waiver or Tuition Reimbursement Request (attached and also available on the Human Resources website). This request must be submitted to the Budget Unit Manager no later than 30 days before the beginning of the semester.

2. Once the Budget Unit Manager has signed this request, it must be received in the Office of Human Resources no later than 20 days before the beginning of the semester. This form may be submitted electronically to Human Resources.

3. The Office of Human Resources will review the application, and notify applicants if the request for reimbursement or tuition waiver has been approved.

4. Financial tuition reimbursement or tuition waiver 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, or an official grade report, indicating a grade of C or better for undergraduate courses and a grade of B or better for graduate courses.
   b) Original receipts for actual tuition costs if reimbursement is requested, exclusive of any other financial assistance.
c) Voucher payment approved by the Manager, indicating the appropriate account number.

Approved forms including the amount of the waiver or reimbursement will be forwarded by Human Resources to the Bursar's Office, for credit of account of tuition waiver or to Accounts Payable for reimbursement. Reimbursement checks will be mailed directly to the employee at the address indicated on the payment voucher.

**Payment or account credit criteria:**

1. An employee approved for tuition reimbursement or tuition waiver may withdraw from the course in which he/she is enrolled without prejudice or sanctions imposed by the College. However, in so doing, he/she waives the right to any reimbursement for or waiver of tuition. A statement indicating this withdrawal should be submitted to Human Resources in order to complete the file on this request.

   a) An employee, who voluntarily terminates employment prior to completion of the approved education and/or training, waives entitlement to future tuition reimbursement or tuition waiver.

   b) An employee must be in full employment status at the time of payment of reimbursement or final processing of waiver and is expected to remain in the employ of the College.

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

**Priority for approval of requests:**

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.

The tuition assistance program enables classified full-time and part-time (on a pro-rata basis), classified, managerial, and AFT employees to attend credit bearing courses at The Richard Stockton College of New Jersey without the payment of tuition and assists with reimbursement for courses attended at other accredited institutions of higher education. Courses may be at the graduate or undergraduate level. Assistance is provided for tuition only. All fees, books, materials, and supplies are the responsibility of the student.

Employees requesting tuition waivers have matriculated status after they have been formally accepted by the Office of Enrollment Management to work toward a degree at Stockton. All other employees are considered non-matriculated. An employee with matriculated status may apply for a tuition waiver for any course applicable toward a degree up to a maximum of 128 credits.
**Course scheduling:**

Class attendance should be scheduled outside working hours. Only in cases where the employee is considered a senior and certain courses are not available after working hours, will there be an exception. This information must be provided with this request and approved by the Director of Human Resources.

When a work schedule is adjusted to accommodate coursework, that employee must work the normal workweek of their title, i.e., 35 or 40 hours per week. All time sheets must reflect the change and the total hours worked. Employees who schedule a course during their lunch break must include a minimum of ½ hour lunch plus the time required for the class.

**Additional Information**

Please contact the Office of Human Resources at ext. 4384 if you have any questions concerning this procedure.
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
Request for Tuition Waiver or Tuition Reimbursement

Date: ____________________

Name ____________________   Title ____________________

Division ____________________   SS# ____________________

Highest Degree ____________________   Martriculated: yes ____   no ____   Term ______

This request is for:

Tuition Waiver ______   Tuition Reimbursement ______

Education Certification ______   Graduate Program ______

Undergraduate Program ______

Will you receive any type of financial aid for the course(s) you are requesting? Yes ___   No ___

Courses requested:

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<th>Title</th>
<th>Number</th>
<th>Credits</th>
<th>Dates</th>
<th>Meeting Time</th>
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Supervisor's Recommendation:
I recommend that the above named employee be authorized to take the course(s).

Explanation of the adjustment of workweek, if required:

________________________

TO BE COMPLETED BY FACULTY AND STAFF ONLY:
The Career Development Committee recommends approval/disapproval of Tuition Reimbursement.

Chair, Career Development Committee ____________________   Signature/Date ____________________

Is authorized to have the tuition waived or receive tuition reimbursement in the amount of $________ for _______ course(s) during the _______ term if all requirements are met.

Director of Human Resources ____________________   Date ____________________

Grades verified and approved for payment/waiver.

Director of Human Resources ____________________   Date ____________________