EMPLOYEE TUITION ASSISTANCE PROGRAM

The Richard Stockton College of New Jersey, 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. This is to establish a uniform college-wide process for the request, approval and administration of tuition waiver or tuition reimbursement for employees.

Eligibility

- The tuition waiver or tuition reimbursement program is available to all employees 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 bachelor’s degree in education. Graduate school course work must be related to current job responsibilities at the College. Permanent part-time employees are eligible on a prorated basis for tuition assistance.

- 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.

Ineligibility

- Temporary (hourly) employees are not eligible.
- Employees who have not received a satisfactory performance evaluation.
- Employees who are receiving or are eligible to receive scholarship and/or tuition assistance.
- 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 program at The Richard Stockton College or a course that will be reimbursed at an accredited college must complete a Request for Tuition Waiver or Tuition Reimbursement Request which is available on the Human Resources website. This request must be submitted to the employee’s manager no later than 15 days before the beginning of the semester.

2. Once the manager has approved this request, it must be received in the Office of Human Resources no later than 10 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 and provide a copy to the employee.

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.

5. 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 to the employee.

Payment or account credit criteria:

1. An employee approved for tuition reimbursement or tuition waiver may withdraw from the course in which they are enrolled without prejudice or sanctions imposed by the College. However, in so doing, they waive the right to any reimbursement 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 full-time and part-time (on a prorated 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 as an undergraduate may apply for a tuition waiver for any course applicable toward a degree up to a maximum of 128 credits. An employee with matriculated status as a graduate student may apply for a tuition waiver for any course applicable toward a degree up to a maximum of 45 credits.

**Course scheduling:**

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

Any change in work schedule to accommodate coursework, must be requested of and approved by the Director of Human Resources.