NON-AFT CLASSIFIED/UNCLASSIFIED STAFF
REQUEST FOR TUITION REIMBURSEMENT

Name: ___________________________ Title: ___________________________ Date: ____________

Unit: ____________________________

Title(s) of Course(s): __________________________________________ Credits: __________

________________________________________________________________________Credits: __________

Cost of Tuition per Credit: $__________ Total Credits: __________

Institution: _________________________________________________ Semester Enrolled: __________

Fiscal Year: _______________ Summer___ Fall___ Spring___

Are courses job related? [ ] Y [ ] N (please check)

If Yes, please explain. (This must be completed in the case of tuition reimbursement for graduate course work to determine if the benefit is taxable)

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___________________________________________________________________________________________________________

Permanent staff with at least one year of State service at the time of application, who are not covered by the AFT contract, may receive tuition reimbursement for graduate study, depending on the availability of funds

1. No more than eighteen credits per fiscal year and no more than a total of 90 credits may be reimbursed. The employee must be enrolled in an accredited degree program for which tuition reimbursement has been authorized in advance. The rate of reimbursement is $150.00 per credit, or the actual tuition, whichever is less.

2. Employees paid tuition reimbursement who do not remain in the employ of the College for one year after completion of the course(s) are required to refund all of the amount awarded. An employee who terminates employment prior to completion of the course(s) waives entitlement to reimbursement.

3. To receive a commitment for tuition reimbursement, an employee must submit a written request and obtain approval prior to enrollment.

4. Course(s) must be at an accredited institution other than Ramapo College.

Eligibility

Staff must have at least one year of State service at time of application. The course(s) of study for which reimbursement is/are requested must meet the following criteria:

1. Direct value to the State/College.
2. Related to the requestor’s duties and responsibilities.
3. Limited to providing knowledge and ability which cannot be provided through available in-service training (including tuition waiver for graduate courses taken at Ramapo).

Exclusions

Provisionals in the classified and non-competitive services.
Temporary or part time staff
Employees receiving any other form of assistance specifically granted to defray tuition costs will be ineligible up to the amount of such awards.

Any expenses other than tuition.

SIGNATURE OF EMPLOYEE
Print Name ___________________________ Date ____________

SIGNATURE (UNIT HEAD)
Print Name ___________________________ Date ____________

RECOMMENDATION OF HUMAN RESOURCES
Priority Status –
(1) Those employees who are enrolled in a terminal or graduate degree program for which the employee previously received tuition reimbursement.
(2) Those employees embarking upon an approved terminal or graduate degree program.
(3) All other circumstances

RECOMMENDED ______ DISAPPROVED ______

SIGNATURE (DIRECTOR OF HUMAN RESOURCES) ___________________________ Date ____________

RECOMMENDATION OF VICE PRESIDENT OR DEAN:

RECOMMENDED ______ DISAPPROVED ______

SIGNATURE OF VICE PRESIDENT/DEAN ___________________________ Date ____________