



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)

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.
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.
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

FOR OFFICE USE ONLY:
Sex
Ethnicity