



**RAMAPO COLLEGE OF NEW JERSEY
APPLICATION FOR TUITION WAIVER GRADUATE* OR UNDERGRADUATE PROGRAMS
FULL-TIME AFT FACULTY AND STAFF**

I, (Print) _____, am requesting a tuition waiver for class work at Ramapo College** in the _____(year) _____ (semester) Class Work: Undergraduate Graduate Position: Faculty Staff

TERMS AND CONDITIONS
(Please read very carefully)

- Ramapo College employees with a minimum of one year of service may be eligible to apply for a tuition waiver for approved undergraduate and graduate courses providing that tuition paying students constitute the minimum number required for the course.
- You may enroll in a maximum of 12 credits per year.
- You are responsible to pay all tuition related and course fees associated your registration.
- **All prior term charges must be paid in order to be eligible for a future tuition waiver.**
- You will be subject to the imposition of hold flags, late fees, and deregistration if the fees associated with your registration are not paid by the payment deadline published by the Bursar’s Office.
- You may enroll in approved courses on your own time.
- In order to be eligible for a tuition waiver:
 - You must be employed at the College at the beginning of the semester. If you should leave the employ of the College during a semester during for which you are receiving a tuition waiver, you must pay the cost of tuition for that semester.
 - You must complete the course and receive a grade of C or better; otherwise, you are responsible to pay the cost of tuition for that course. Until such reimbursement is made, you will not be eligible for further tuition waivers.
 - You must receive no other tuition assistance. Any tuition assistance must be declared. The amount of your tuition waiver will be reduced by the amount of the tuition assistance.
 - You must be a regular (not special services) employee.
- You must inform the Department of Human Resources when courses are dropped.

If you withdraw from a course for which you receive a tuition waiver, you are not entitled to the waiver. The waiver will be backed off your account and you will be liable for any charges due. If you withdraw during the 100% refund period, there would be no charges due to the College.

COURSE(S) REQUESTED:

Course Title	Ref. #	# of Credits	Days of Week	Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Ramapo ID#: R _____

I am a resident of the State of: _____

I UNDERSTAND AND AGREE TO ALL OF THE TERMS AND CONDITIONS STATED ABOVE

Signature of Employee: _____

Date: _____

Tuition Waiver:

Authorization by Department of Human Resources/Date: _____

***For Graduate Programs:**

Authorization by Program Director/Date: _____

TOTAL CREDITS: _____

TOTAL AMOUNT WAIVED: \$ _____

Is this coursework job related?

 Yes No

(Please check)

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

*** Ramapo College Graduate Program waivers will be available when the programs have economic viability, as determined by the respective Dean. Employees interested in a College graduate program must apply and be accepted to the program prior to applying for tuition waiver/reduction. The College is providing this program to foster the professional development of employees and reserves the right to suspend the benefit at its discretion.**

****See Department of Human Resources regarding policy on tuition waiver for undergraduate or graduate courses at another state college or university.**

***** Exceptions for part-time granted on case-by-case basis**

OFFICE USE ONLY: Sex:	_____
Ethnicity:	_____
Emp. Category: CWA	_____
IFPTE	_____
AFT	_____
Mgr.	_____

For office use only:
Date Tuition entered: _____
Signature: _____