



**RAMAPO COLLEGE OF NEW JERSEY
APPLICATION FOR TUITION WAIVER FORM
GRADUATE* OR UNDERGRADUATE PROGRAMS PART-TIME OR FULL-TIME NON-AFT STAFF**

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

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.
- Full-time employees may enroll in a maximum of 24 credits in any fiscal year; part-time employees may enroll in a maximum of 12 credits in any fiscal year. Employees in ten month positions are eligible for no more than 20 total credits in each fiscal year.
- **All prior term charges must be paid in order to be eligible for a future tuition waiver.**
- You are responsible to pay all tuition related and course fees associated your registration
- 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 only one course per semester (fall or spring only) scheduled during the normal, work day provided approval is given by your immediate supervisor, the Unit Head and Division Head.
- Courses taken during winter or summer sessions must be outside normal work hours.
- Time taken from the regular work schedule must be made up during the same week as directed by the supervisor.
- 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 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:

<u>Course Title</u>	<u>Ref. #</u>	<u># of Credits</u>	<u>Days of Week</u>	<u>Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 ADDENDUM 1

To be completed if course is during normal work day:

Authorization: In accordance with College policy, I have permitted the aforementioned staff member to take one course during the normal work day. I further stipulate that another staff member will be on hand to handle all regular duties and that the time will be made up each week.

Signature of Supervisor: _____ Signature of Unit Head: _____

Signature of Division Head: _____

TOTAL CREDITS: _____

TOTAL AMOUNT WAIVED: \$ _____

Tuition Waiver: Authorization by Department of Human Resources/Date: _____

***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.**

***For Graduate Programs:** Authorization by Program Director/Date: _____

Is the 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) _____

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

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