



NON-AFT CLASSIFIED/UNCLASSIFIED STAFF
REQUEST FOR TUITION ASSISTANCE

Name: Title: Date: Unit:

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

Credits:

Cost of Tuition per Credit: \$ Total Credits: Semester Enrolled: Summer Fall Spring

Institution: Fiscal Year:

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)

Ramapo College provides tuition assistance to employees for graduate courses at an accredited institution other than Ramapo College, in accordance with established procedures and depending on the availability of funds.

Criteria and Eligibility

- 1. Have a minimum of one year of service to the College or the State at the time of application
2. Be in a permanent title
3. Be full-time
4. Not be covered by the American Federation of Teachers (AFT) contract
5. Be pursuing their first master's or doctoral degree
6. Remain employed by the College for at least one year after completing a degree program;

Programs of Study Criteria

- 1. Direct value to the College/State.
2. Related to the requestor's duties and responsibilities.
3. Provide knowledge and skills which cannot be provided through available in-service training
4. Be the employee's first earned master's or doctoral degree and:
5. Be accredited degree programs for which tuition assistance has been authorized in advance.

Tuition Assistance Benefit

- 1. The rate of assistance shall be consistent with the rate established in the AFT Collective Bargaining Agreement, or the actual tuition, whichever is less.
2. Assistance is based on tuition only and excludes course fees, campus fees, course materials, etc.
3. Employees receiving any other form of assistance specifically granted to defray tuition costs will be ineligible up to the amount of such awards.
4. No more than 18 credits per fiscal year and no more than a total of 45 credits of coursework required in the master's program and no more than 60 credits of coursework required in the doctoral program may qualify for assistance.

Procedure

- 1. An employee must submit a written request for tuition assistance and the request shall a) describe how the desired program of study is of direct value to the College/State; b) describe how the desired program of study relates to the requestor's employment duties and responsibilities; and c) note the anticipated time of completion and the required number of credits for completion.
2. The employee must attach the written request to the employee's first Non-AFT Classified/Unclassified Staff Request for Tuition Assistance Form and submit both documents to the unit head for initial approval.
3. The employee must secure all required approvals on the Non-AFT Classified/Unclassified Staff Request for Tuition Assistance Form

