

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:	Chrina
Institution:	Fiscal	Year:	Summer Fall -	Spring
Are courses job related?	Y (plea	se check)		
If Yes, please explain. (This mus benefit is taxable)	t be completed in the case	of tuition reimbursement	t for graduate course	work to determine if the

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. The College provides this program as a benefit to employees and reserves the right to suspend the benefit at its discretion. Please review the full policy before filling out this form

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; employees who voluntarily separate from the College before one full year after completion of the course(s) for which they received tuition assistance are required to refund all of the assistance awarded to the employee during the 12 month period preceding separation.

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 (including tuition waiver for graduate courses taken at Ramapo).
- 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 quality 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



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prior to enrollment in the degree program.

- 4. The employee must complete a new Non-AFT Classified/Unclassified Staff Request for Tuition Assistance Form each semester and submit it with: a. proof of enrollment in the degree program; b. proof of payment/billing; and c. proof of academic progress (i.e. an unofficial transcript), according to the Academic Standing or related policy at the graduate institution.
- 5. Tuition Assistance disbursements shall be issued to the employee after successful completion of the semester or successful completion of the course(s).

False Statements/Misrepresentation

Any false statement, misrepresentation or factual error when applying for tuition assistance, any attempt to abuse the tuition assistance program, and/or any failure to abide by the rules, requirements, or procedures of this program/the College may result in disciplinary action up to and including termination of employment.

Employees, who are eligible to receive tuition assistance, agree that if they are found to have violated any provision of the program or the rules and regulations of the College they will: a) repay any tuition assistance issued had such event not occurred; and b) forfeit the right to receive any future tuition assistance.

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SIGNATURE OF EMPLOYEE		Print Name	Date	
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SIGNATURE (UNIT HEAD)		Print Name	Date	
	o are enrolled in a terminal or parking upon an approved ter	graduate degree program for which the employee previously recominal or graduate degree program.	eived tuition reimbursement.	
` '	DISAPPROVED	>		
		CIONATURE (AVE OF HUMAN RECOURCES)		
		SIGNATURE (AVP OF HUMAN RESOURCES)	Date	