



## TUITION REMISSION PROGRAM

FOR SPOUSES, DOMESTIC PARTNERS, AND DEPENDENT CHILDREN OF FULL-TIME FACULTY AND STAFF

**All items in red must be completed.**

**This is a two page document, please print both pages.**

### Program Description

- The Tuition Remission Program for Spouses, Domestic Partners, and Dependent Children provides tuition assistance to eligible spouses, domestic partners, and dependent children of full-time, permanent faculty and staff, during the student's full-time or part-time, matriculated enrollment at Ramapo College of New Jersey. The College provides this program as a benefit to employees and reserves the right to suspend the benefit at its discretion. Tuition remission in the amount of 60% of tuition costs only shall be available to eligible applicants for up to a maximum of the total number of credits required for completion of the student's first baccalaureate or graduate degree. The program is available for fall, spring and summer semesters. Tuition will be at the in-state rate regardless of residence. All fees and other related expenses are the responsibility of the student.
- 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 Office of Student Accounts.
- Ramapo College Graduate Program waivers will be available when the programs have economic viability, as determined by the respective Dean.

### Definitions and Eligibility Requirements

- **Full-time faculty and staff** – Those faculty and staff who are in full-time permanent lines. Full-time faculty and staff must be employed for a minimum of one year before the start of the first day of class for the course(s).
- To maintain eligibility, the employees must remain in active full-time employment status at Ramapo College, or must be on an approved leave of absence from the College for up to a one year maximum; otherwise tuition remission will cease at the end of the academic semester in which the status changed.
- Permanent – Those faculty who are tenured or tenure-track; those classified staff who are "provisional" for at least one year or "permanent" as defined by NJAC 4A; those unclassified staff who are in the five years of probationary service or who have a multi-year contract.
- If an employee should die while employed in an eligible position after the student was admitted or enrolled, the student will be eligible to complete the first baccalaureate or graduate degree within a five-year period.
- If employment ends, for any reason other than death, before the first day of classes, the dependent will be required to pay full tuition for the courses taken that semester.

Name of Full-time faculty or staff member: \_\_\_\_\_  
Please print

Title of faculty or staff member \_\_\_\_\_ Dept.: \_\_\_\_\_

I understand and agree to all of the terms and conditions stated.

Any false statement, misrepresentation or factual error when applying for a tuition waiver, any violation of any provision of the rules, requirements, procedures and/or regulations of the program/College may result in disciplinary action up to and including termination of employment. Employees, who are eligible to receive a tuition waiver, 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 waived had such event not occurred; and b) forfeit the right to receive any future tuition waiver.

Signature of faculty or staff member: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that my dependent below qualifies for this benefit in accordance with the terms of the College's Tuition Remission Program.

- **Students** must be the legal spouse, certified domestic partner, or dependent children of employees (as defined below) and not meet qualifications for independent student status.
- Spouse - Legal spouse – The legally recognized union of two eligible individuals
- Domestic Partner – Same-sex domestic partner with a Certificate of Domestic Partnership issued by any New Jersey local registrar or a similar official document issued legally from a political jurisdiction in another state.
- Dependent Children – Children (biological, legally adopted, or legal wards) of faculty and staff who do not meet qualifications for independent student status.
- Independent Student Status – The child is 24 years or older; the child is married; the child is a veteran of the U.S. armed forces.

Name of Student \_\_\_\_\_  Spouse  Domestic Partner  Dependent Child  
 Please print

Student ID number: \_\_\_\_\_ State of Residence \_\_\_\_\_

I understand and agree to all of the terms and conditions stated.

Signature of Student: \_\_\_\_\_

- Sixty percent of the cost of tuition only will be waived. All other fees and costs are the responsibility of the student.
- In no case will the tuition remission be granted beyond eight semesters or the number of credits required for completion of the program.
- Students are eligible for tuition remission for the fall, spring, and summer semesters.
- Students must meet the College’s academic criteria for admission, be matriculated, studying for their first baccalaureate or graduate degree, and must remain in good academic standing, according to the Academic Standing Policy, during participation in the program.
- If the student is not in good academic standing and no longer eligible for the Program, they will be readmitted to the Program immediately upon regaining acceptable academic standing (Academic Standing Policy).
- Students must maintain full-time or part-time matriculated status.
- A new Tuition Waiver form must be completed each semester.

Undergraduate Matric	Y	
Undergraduate Non-matric	N	
Second Degree Matric	N	
Second Degree Non-matric	N	
Post Baccalaureate Teacher Certificate Program*	Y	
Post Baccalaureate Non-matric	N	
Graduate Matric	Y	
Graduate Non-matric	N	
Second Degree Matric	N	
Second Degree Non-matric	N	
Mixed Level (UG/G)**	Y	

\* Not considered a second degree.

\*\* Must meet the minimum full-time credit requirement for at least one level of matriculation.

NOTE: If there are “special” circumstances regarding a student’s academic status/level, consult with the Registrar for clarification.

NOTE: Matriculated, undergraduate, dependent students will be charged in-state tuition regardless of their state of residence.

Date of Admission: \_\_\_\_\_  First Baccalaureate  Graduate degree

matriculated status Semester: \_\_\_\_\_

Office of the Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to the Department of Human Resources.

BELOW THIS LINE FOR HR OFFICE USE ONLY

Tuition Remission Authorization by Department of Human Resources/Date:

\_\_\_\_\_  
 Authorized HR Signature Date

\_\_\_\_\_  
 Amount Waived Date sent to Financial Aid & Student Accounts GPA Status checked at semester’s completion