

**TUITION REMISSION PROGRAM FOR
DEPENDENT CHILDREN OR SPOUSE/DOMESTIC PARTNER
OF FULL-TIME EMPLOYEES**

A. General Program Description

The tuition waiver program provides partial waiver of tuition costs at New Jersey City University for eligible dependent children of full-time University employees. To receive this waiver the student must fulfill the academic and administrative requirements for admission, apply for all available State and Federal grants and scholarships, and receive a passing grade. The cost of tuition only is waived. If the student does not receive a passing grade for the course(s) for which the waiver has been granted, reimbursement to the University for all-waived-costs will be required. Until this is done no other waivers will be granted. All fees and additional charges are the responsibility of the student. If a parent dies while employed in an eligible position and if the student was admitted or enrolled at the time of the parent's death the student will be eligible until completion of the baccalaureate degree.

B. Definition of Dependent Children

Children (biological, legally adopted, or legal wards) of full-time employees who do not meet the 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, the child is a graduate student.

C. Employees

Full-time permanent employees who have worked full-time for a minimum of one year prior to the start of the first day of the semester. Faculty members must be in tenure track lines. Unclassified employees must be in one year or multi rear contracts. Classified provisional employees or in their initial working test period are not eligible.

Employees must remain in active full-time status. If the employee fails to maintain active full-time status the tuition waiver will cease at the end of the academic semester in which the status changed.

D. Children

Must be completing their first baccalaureate degree.

Tuition waivers are for Fall and Spring semesters only. Summer sessions are not included.

Student must submit a FAFSA form.

Tuition waiver for dependent child must be submitted each semester. The student and employee must meet all eligibility requirements for that semester.

E. Amount of Waiver for Dependent Children

The University will waive 40% of tuition not covered by scholarships and/or grants for programs leading to the first baccalaureate degree up to a maximum of the total number of credits required for completion. In no case will tuition remission be granted beyond eight semesters or the number of credits required for completion of the program

**NEW JERSEY CITY UNIVERSITY APPLICATION FOR TUITION WAIVER
FOR DEPENDENT OF EMPLOYEES**

For the employee to be eligible for this benefit program the employee:

- Must be employed on a full-time basis for at least one year by the dependent expected enrollment date.
- Must provide proof of the parent-child relationship.
- Must provide proof of marriage or civil union under New Jersey law.
- Must not have exceeded the 12 semester maximum program benefit.

For the student to be eligible for this benefit program the student:

- Must be accepted and committed to New Jersey City University by making a \$50 deposit and must be in a good academic standing (for continuing students).
- Must file a Free Application for Federal Student Aid (FAFSA).
- Must not meet independent student status as determined by the NJCU Policy criteria.

Please Print

1. Employee
Name: _____ Employee ID: _____

2. Employee's
Student Name: _____ Gothic ID: _____

(Use separate form for each student application)

3. Have you filed a FAFSA? Yes: _____ No: _____

4. Date of FAFSA filing: _____

5. Expected enrollment date: Fall: _____ Spring: _____

6. Will you have been a full-time New Jersey City University employee for at least one year by the time of your child's intended enrollment date?

Yes: _____ No: _____

7. Has the student registered for Courses?

Yes: _____ No: _____

**RETURN TO: BURSARS OFFICE
HEPBURN HALL, ROOM 106**

- 8. The student has received this program benefit for: 1 2 3 4 5 6 7 8 9 10 11 12 semesters. (Circle one)

- 9. If this is your first application, please attach proof of your child’s relationship as recognized by the Federal and/or State government (examples: birth certificate, adoption certificate, tax return showing child as dependent). Human Resources may request such documentation in subsequent semesters or proof of spouse or civil union.

I certify that I have read and understand the Tuition Waiver for Dependent of Employees policy. I further certify that the above statements made by me are true, to the best of my knowledge.

Employee’s Signature

Date

Student’s Signature

Date

HR Signature

Date

DUE BY JUNE 30 FOR THE FOLLOWING FALL SEMESTER.
DUE BY DECEMBER 1 FOR THE FOLLOWING SPRING SEMESTER.
Applications must be submitted each semester to Human Resources.