

**AGREEMENT BETWEEN NEW JERSEY CITY UNIVERSITY  
AND Marion P Thomas Charter School**

New Jersey City University, located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 (hereinafter referred to as UNIVERSITY) and the Marion P Thomas Charter School, located at 125 Sussex Avenue, Newark, NJ 07103 (hereinafter referred to as DISTRICT) desire to enter into an agreement whereby DISTRICT students in the Marion P Thomas Charter School can take undergraduate UNIVERSITY courses. The following incorporates the mutual agreement and understanding of both parties.

**1. Purpose and Goals**

New Jersey City University and the DISTRICT will cooperate to promote successful undergraduate educational experiences for qualified Marion P Thomas Charter School students during the 2021 academic year, and for the next two academic years (through 2023).

The goals of this partnership are to:

- Enable Marion P. Thomas Charter School students to be admitted as visiting students and enroll in the University at a reduced tuition rate.
- Improve student access, success, and 4-year degree completion.
- Expand student options for college-level services and curriculum.
- Improve academic program articulation.
- Use resources at both institutions more efficiently and effectively.

**2. Recruitment, Admissions and Registration**

- A. Recruitment and identification of students will be the responsibility of the Marion P Thomas Charter School administration.
- B. Students will be admitted through an administrative process established by the UNIVERSITY and the DISTRICT.
- C. Students will apply for admission by completing a visiting student application designed specifically for this program, collected by the Marion P. Thomas Charter School administration. No application fees will be assessed.
- D. Students will register for the Spring 2022 semester beginning upon signature of this agreement, but not later than January 28, 2022\* and for the fall 2022 semester by no later than September 26, 2022. Students will enroll in subsequent academic years on the same schedule.

**3. Tuition and Fees**

- A. The DISTRICT will use its best efforts to recruit no less than a minimum of 10 students (number can be adjusted in consultation with UNIVERSITY) but with no

maximum number of students enrolled in pre-selected 3-credit college level course(s) per academic semester, i.e. one 3-credit course for Fall 2021.

- B. The Marion P. Thomas Charter School agree(s) to pay in full the discounted tuition charge of **\$327** for each student enrolled in the UNIVERSITY 3-credit course. This represents a 75% reduction from the full tuition and fees charge of **\$1,308.15 (as per AY 2021-2022 approved tuition and fees schedule)** per 3-credit course.
- C. The discounted tuition charge will be effective for the initial three years of the agreement-AY 2021, AY 2022, and AY 2023.
- D. Withdrawals and refunds will be handled by the UNIVERSITY in accordance with its existing tuition and fees refund policies.
- E. The UNIVERSITY will provide an invoice to DISTRICT by January 31, 2022, for the spring 2022 semester. The UNIVERSITY will be the DISTRICT, consistent with paragraph A above, for ten students at a minimum (number can be adjusted in consultation with the UNIVERSITY)-the cohort size necessary for the discounted tuition of **\$327** per student per 3-credit course.
- F. The DISTRICT will make a single payment to the UNIVERSITY along with a list of eligible students.
- G. All charges will be paid in full upon receipt of the invoice. Any student for whom payment has not been received by the pre-arranged deadline will be dropped from this program for non-payment, but no financial penalty assessed.

#### **4. Program Course Offerings and Instruction**

- A. The management of the agreement between the two organizations will be coordinated through the UNIVERSITY office of the Provost and the DISTRICT.
- B. Instruction will be provided by a member of the Marion P. Thomas Charter School faculty who meets all qualifications for designation as a UNIVERSITY adjunct faculty member. The approved faculty members are listed as Appendix A to this document.
- C. All salary costs and space costs for instruction will be the responsibility of the DISTRICT.
- D. Academic advising will be the responsibility of the Marion P Thomas administration.
- E. Students enrolled in the program will be limited to enrolling in the sequence of 3 credit course(s) at the University for each semester. The approved courses, and brief course description, are listed on Page 4 to this document.

#### **5. Other Programming**

- A. Marion P Thomas students, whether enrolled in this program or not, will have the opportunity to participate in additional academic enhancement opportunities from time to time, including but not limited to Freshman-for-a Day mentoring visits to the UNIVERSITY, joint meetings at least once each semester between the Marion P. Thomas Charter School student business clubs and the University business related

clubs, and a summer entrepreneurs academy/camp. Some programs may require additional fees and would be subject to a separate agreement.

- B. From time to time, Marion P. Thomas faculty members will have the opportunity for professional development provided by UNIVERSITY faculty.
- C. UNIVERSITY School of Business faculty members will visit Marion P. Thomas classes each semester upon request and as coordinated with UNIVERSITY Dean of the School of Business for instruction, marketing, promotion, and development.

## **6. Registration and Student Records**

- A. Students will register for courses through a registration process developed by both the UNIVERSITY and the DISTRICT.
- B. The Registrar's Office at UNIVERSITY will be responsible for maintaining student records for course work taken.
- C. Marion P. Thomas students will be coded and tracked in the Student Information Systems at the UNIVERSITY. Information will be shared between the institutions for these students.
- D. Grades and Transcripts will be available at the conclusion of each semester.
- E. All students enrolled in this program will be credited to the NJCU School of Business enrollment numbers for each AY period.

## **7. Financial Aid and Scholarships**

- A. Financial aid will not be available for Marion P. Thomas Program participants.

## **8. Student Grievances and Conduct**

- A. Students participating in the Marion P. Thomas Program shall comply with the UNIVERSITY student code of conduct standards. The DISTRICT may intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of the UNIVERSITY student code of conduct may receive sanctions from each institution. The DISTRICT and UNIVERSITY reserve the option to decide that only one institution will process a case of misconduct. The DISTRICT and UNIVERSITY will create a process for reporting to the other when the institution has undertaken student conduct actions.

## **9. Marketing**

- A. Promotional plans and materials related to this agreement will be subject to approval by each institution.

## **10. Terms and Termination**

- A. The only parties to this agreement are UNIVERSITY and the DISTRICT.
- B. Amendments to this agreement must be in writing and approved by the designated representative of each institution.

- C. This agreement shall cover the 2021, 2022, and 2023 academic years and the parties may renew, in writing, the agreement for additional course work, changes in faculty, and/or changes to tuition and fees for any subsequent years.