

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**  
**TUITION WAIVER POLICY FOR QUALIFIED UNEMPLOYED WORKERS**

A. Rutgers, The State University of New Jersey, will act in accordance with State law and regulation, N.J.S.A. 18A:64-13.1 et seq and N.J.A.C. 12:23-8.1 et seq, which set forth conditions under which unemployed persons may enroll in a course of instruction at a public college or university in New Jersey, without payment of tuition or general student fees, that will provide them with identifiable job skills to assist their efforts to gain reemployment.

B. Individuals interested in applying for the Unemployed Persons Tuition Waiver must be currently unemployed or in receipt of a layoff notice as a result of a factory or plant closing and desire to take a course which is part of a job training program detailed in an individual Employability Development Plan approved by a One-Stop Career Center within the New Jersey Department of Labor and Workforce Development. Admission to such courses shall be on a space-available basis only.

C. Applicants who qualify under this program must satisfy all academic, admissions, financial aid, and registration requirements and must meet all established deadlines. A separate application will be required prior to each semester or each session of the summer/winter term and must be submitted at least five (5) business days before the start of classes. Specifically, an applicant must:

1. Be admitted into Rutgers as a matriculated or non-matriculated student, demonstrating that the individual possesses the minimum prerequisite skills for study at the university.
2. Apply for financial aid (regardless of eligibility status). Students who are found ineligible for financial aid due to default on a financial aid loan will be ineligible for participation in the tuition waiver program.
3. Present the appropriate certification, with original signatures, from the One-Stop Career Center. Such certification must be received by the Registrar's office no less than five (5) business days prior to the start of classes for the semester or session of the summer/winter term.

4. Self-identify as a tuition waiver student when registering for such courses. Because tuition waivers are granted only on a space-available basis, preregistration for classes under this program is prohibited. Students who are registered for classes must drop all courses prior to application for the waiver and register again during the appropriate time periods detailed below.
5. Maintain good academic standing and satisfactory academic progress. Failure to maintain good academic standing or satisfactory academic progress, as defined by the student's college or school, will render the student ineligible for future participation in the program.
6. Submit to the Cashier's office a \$20 registration fee and any non-mandatory user fees or course-specific/program-specific charges.

D. Available space in a course is to be determined at the start of each semester or each session of the summer/winter term. Tuition-paying students must fill at least the minimum number of spaces required for the course. Students in the tuition waiver program may register for courses only during the add/drop period beginning with the start of classes in the fall or spring semester or a session of the summer/winter term. Applicants are not assessed late fees based on the date required for registration under the program. Stop points may not be exceeded for tuition waiver purposes even with special permission numbers. Given the above requirements regarding available space and minimum numbers of tuition-paying students, exchange courses, independent study, internships, off-campus projects, dissertation research, thesis credits, study abroad, and other by-arrangement courses are, by their nature, excluded from this tuition waiver program, as is participation in cohort-based offerings (such as the EMPA).

E. To ensure that space is available for a sufficient number of tuition-paying students, participants in the tuition waiver program may not be matriculated in certain degree-granting programs at the undergraduate or graduate level which have significant limits on enrollment. Updated lists of these excluded programs will be made available by the University each academic year to program applicants, the Department of Labor and Workforce Development, and other interested parties.

F. All federal, state, and institutional aid, excluding loans, and all other sources of job training funding received by qualified unemployed workers will be applied toward tuition and general student fees. The waiver program will cover any differences between aid received and tuition and general student fees. Participating students are required to pay a \$20 registration fee each semester or each session of the summer/winter term as well as any non-mandatory user fees (room and board, parking, etc.) or course-specific/program-specific charges (lab fees, textbooks, etc.). After the semester or session has begun, students who have already paid tuition for the course are not eligible for a waiver or reimbursement under this program.

G. An updated and signed, with two original signatures, Department of Labor and Workforce Development Unemployed Person Job Training Form (Tuition Waiver Program) is required for each semester or each session of the summer/winter term in which the applicant seeks to enroll as a tuition waiver student. Photocopies of signatures will not be accepted. The bearer of this document must also present an approved Employability Development Plan. All requested courses and alternate courses must be related to the goal of obtaining reemployment as set forth in the Employability Development Plan. The Job Training Form must be signed and dated no earlier than 30 days prior to the start of classes for the semester or session of the summer/winter term. Both the Job Training Form and Employability Development Plan must be submitted in person to the Registrar's office no later than five (5) business days prior to the start of classes.

H. Once registered, students in the tuition waiver program may not add courses without approval from the Registrar's office. Any participating student who adds a course without this approval will be deregistered from the unapproved course, unless the added course is part of the student's previously-approved list of alternate courses. Section changes within the same course are also permitted if the new section is not closed to further enrollment. Participants may not register as a tuition-paying student in any course during the same semester or session of the summer/winter term in which they are utilizing the waiver benefit for another course.

I. Applicants are required to inform the Registrar's office of any change in employment status and eligibility under this program when the change occurs. Students who become employed during a semester or session of the summer/winter term may complete that semester/session under the tuition waiver program but will be ineligible for future benefits as long as they are employed.

J. Students who do not adhere to the above policies or abuse the program will be deregistered and may become ineligible for future participation in the program. In cases of intentional misrepresentation, students may be subject to University disciplinary action and criminal charges.

K. The Executive Vice President for Academic Affairs shall be the final University arbiter of disputes regarding the tuition waiver program. Further appeals of University decisions must be filed within 10 days with the appropriate Deputy Assistant Commissioner in the State Department of Labor and Workforce Development.

L. This policy will take effect beginning with the Fall 2011 semester.