



Policy and Procedure Tuition Waiver Program for Members of the Communications Workers of America (CWA)

Purpose of the Program

The Tuition Waiver Program provides tuition assistance to classified employees who do not possess an undergraduate or graduate degree and who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

Eligibility Requirements

Eligibility is limited to active full-time classified permanent employees or full time provisional classified employees who have completed at least six months of continuous service at the University.

Policy

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of twenty four (24) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Fair Labor Standards Act (FLSA) regulations prohibit employees from using breaks and/or lunch periods to make up for time used to attend classes during his/her scheduled workday. Where there is a time conflict between work hours and courses scheduled, a memo must be provided to the supervisor outlining how the work hours will be made up. The supervisor must approve the memo and it must be attached to the Tuition Waiver Program form prior to being submitted to the Payroll and Benefits office.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses or drop a course for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.



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PROCEDURE FOR THE TUITION WAIVER PROGRAM

- Employees applying for the Employee Tuition Waiver Program and pursuing an undergraduate degree must complete an Application for Federal Student Aid (**FAFSA**) form. Applications are available in the Financial Aid Office located in Morrison Hall, at your local public library, or on the web at <http://www.fafsa.ed.gov>. If you have questions regarding the financial aid process, please call the Financial Aid Office at extension 2202.
- Once registered for classes any eligible Adjunct wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available on the Office of Payroll and Employee Benefits web site [Tuition Assistance Programs](#).
- A Tuition Waiver Application must be completed and submitted for each semester. The completed applications must be submitted electronically through WPconnect/Employee/HR & Payroll Forms/Employee Tuition Waiver Form as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester. The status of the application can also be found at the same location.
- Where there is a time conflict between work hours and course(s) schedule, a memo approved by the Supervisor indicating how the conflict will be resolved **must** accompany the form.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Office of Student Accounts Office
- Late submission may result in billing for tuition by the Office of Student Accounts. Employees who are billed and have an approved Tuition Waiver Application from the Payroll and Employee Benefits Office must contact the Office of Student Accounts. Employees who do not have an approved Tuition Waiver Application within 5 business days after submission must contact the Payroll and Employee Benefits Office at payroll@wpunj.edu to determine the status of their application.
- Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.