



## PROCEDURE

### Tuition Waiver and Reimbursement for Employees in Permanent Positions

Procedure Administrator: Chief Human Resources Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: June 7, 1977, January 5, 2009, January 5, 2011, July 1, 2017, August

## Requirements and Scheduling

Participation in the tuition waiver or reimbursement program is voluntary and should in no way adversely affect the responsibilities, attendance, efficiency, or quality of work of Stockton employees. By applying for tuition waiver or reimbursement, employees agree that all coursework, attendance and related work, such as; study, library work, and other educationally-related requirements, will be performed and scheduled at a time other than the employee's regular or emergency work assignments. The only exception made is if an employee is a Senior and course requirements are not available after working hours. Documentation of this circumstance is required to be submitted to the Office of Human Resources concurrently with the *Tuition Reimbursement/Waiver Form*.

## **Tuition Waiver for courses taken at Stockton**

### Benefits Summary

All eligible employees of Stockton University may receive tuition waiver of up to 20 credits per academic year (for matriculated or non-matriculated courses of study), as well as the waiver of the non-matriculated student fee (where applicable). Employees are still subject to the educational and general fees and facilities fee.

### Application

Any employee wishing to apply for tuition waiver at Stockton University must complete and submit a *Tuition Reimbursement/Waiver Form* to initiate the approval process. Waiver forms must be submitted by the

established student budget. Any surplus institutional dollars will not result in a credit or refund to the employee. Adjustments to the tuition waiver and any financial aid may be made to ensure compliance with federal and state financial aid regulations.

The Financial Aid Office will notify the Bursar's Office each semester after the review of the employee's financial aid package so that the Bursar's Office can post the appropriate tuition waiver amount to the employee's student account.

In the event funds are not sufficient to meet all requests (which would otherwise be approved), priority shall be given to those employees who are enrolled in a baccalaureate or graduate degree program for which the employee previously received tuition reimbursement or waiver.

## Criteria

**GPA:** Employees with a cumulative GPA of less than 2.0 for undergraduate coursework or less than 3.0 for graduate coursework are rendered ineligible for tuition waiver.

**WITHDRAWALS:** An employee approved for tuition waiver who withdraws from a course forfeits entitlement to a waiver for the withdrawn course. Employees should also submit a statement of withdrawal to the OHR.

**INCOMPLETES:** An employee who receives an incomplete for a course forfeits entitlement to the waiver for that course. If the incomplete is resolved and a grade is assigned for the course, the waiver may be reapplied.

**FAILURE TO PAY FEES:** Failure to make payment to the University for assessed fees renders the employee ineligible for future waivers until full payment is received.

**EMPLOYEE LEAVE OF ABSENCE:** Tuition waiver benefits may cease during a leave of absence that is one month or longer in duration, unless prohibited by law. If an employee is placed on unpaid leave due to failure to comply with University policies or procedures, tuition waiver benefits will be immediately suspended, and the employee will be responsible for prorated tuition costs and fees.

**SEPARATION OF EMPLOYMENT:** An employee who voluntarily terminates employment prior to completion of a course forfeits entitlement to a waiver for that course. Employees who voluntarily terminate employment will be responsible to reimburse the University the value of all tuition waivers issued on their behalf in the twelve months prior to



Review History:

	Date
Procedure Administrator	06/19/2024
Divisional Executive	06/19/2024
General Counsel	06/19/2024
Cabinet	06/25/2024
President	06/25/2024