



## 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 15, 2019; September 3, 2021; June 25, 2024  
Index Cross-References:  
Procedure File Number: 6161  
Approved By: Dr. Joe Bertolino, President

#### BACKGROUND:

Stockton University encourages and supports employees by providing opportunities for professional development and personal enrichment through tuition waiver and reimbursement.

#### PROCEDURE:

##### Eligibility

All full-time employees of Stockton University who are in permanent positions are eligible for tuition waiver and reimbursement under this procedure. Part-time employees of Stockton University who are in permanent positions are eligible under this procedure on a prorated basis. Employees must have completed one year of employment at the University and must continue to receive satisfactory work performance evaluations while enrolled.

Employees who are eligible for tuition waiver and reimbursement under this procedure must be enrolled as students either in a non-matriculated status, undergraduate, graduate, or terminal degree program. Additionally, eligible employees who seek to achieve certification in approved apprenticeship programs may seek reimbursement for education courses at another institution.

Certain programs (e.g., doctoral programs) may limit the number of employees permitted to occupy seats in the program.

##### Ineligibility

Temporary (including adjuncts), seasonal or intermittent employees are not eligible, nor are employees who have not received a satisfactory performance evaluation, or who are eligible to receive scholarship and/or tuition assistance through the school in which they are matriculated.

## 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 conclusion of the drop/add period for the semester in which the employee is seeking a waiver. Forms received after this period may result in denial of funds.

### Approval

Waiver eligibility certification will only be made after verification of the following information:

1. Submission of *Tuition Reimbursement/Waiver Form*.
2. Supervisor approval via online Tuition Reimbursement/Waiver system.
3. Free Application for Federal Student Aid (FAFSA) process completed for matriculated undergraduate students only (exceptions made on a case-by-case basis).

The Office of Human Resources (OHR) will notify the Bursar's Office after verifying employee's compliance with all eligibility requirements and criteria.

The Bursar's Office will notify the Financial Aid Office of the amount of the tuition waiver each semester. If an employee is a financial aid recipient, a review will be done to ensure that the employee's financial aid package is not "over cost" or "over need." Tuition specific grants and scholarships will be applied to the employee's student account before the tuition waiver, where it is explicitly stated in the terms and conditions of applications of payment. An institutional merit scholarship may be used for fees, housing, and a meal plan. Upon request, merit scholarship surplus balances can be utilized for books and supply cost components within the annually

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 the date of separation.

## **Tuition Reimbursement for courses taken at another institution**

### Benefits Summary

The following reimbursement rates apply:

#### **CWA, IFPTE and Police**

Reimbursement – Maximum of \$500 per semester, including summer, not to exceed 12 credits per academic year, or a total of 45 credits during employment at the University.

#### **AFT and MANAGERS**

Reimbursement – Maximum of \$200 per credit or the actual tuition, whichever is

less, for employees enrolled in a terminal degree program related to their area of teaching or employment (\$2,400 per year) and shall not exceed 12 credits per academic year or a total of 45 credits during employment at the University.

### Application

Any employee wishing to apply for tuition reimbursement for courses taken at another accredited college/university must complete and submit a *Tuition Reimbursement/Waiver Form* to initiate the approval process. Reimbursement requests must be received within 30 days of the conclusion of the course. Forms received after this period may result in denial of funds.

### Approval

Tuition reimbursement eligibility certification will only be made after verification of the following information:

1. Submission of *Tuition Reimbursement/Waiver Form*.
2. Evidence of satisfactory course completion, including a copy of a transcript indicating a grade of C or better for undergraduate courses and a grade of B or better for graduate or terminal degree classes. Transcripts must be submitted to OHR in conjunction with the *Tuition Reimbursement/Waiver Form*.
3. Original itemized receipts for actual tuition costs paid, exclusive of any other financial assistance. Receipts must be submitted to OHR in conjunction with the *Tuition Reimbursement/Waiver Form*.
4. Supervisor approval via online Tuition Reimbursement/Waiver system.

OHR will verify compliance with all eligibility requirements and certify documentation submitted.

Upon approval, OHR will forward documentation to Disbursement Services for reimbursement.

If 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

Tuition reimbursement is only available for credit-bearing courses taken at accredited colleges/universities or for approved apprentice programs.

**EMPLOYEE LEAVE OF ABSENCE:** Tuition reimbursement 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 reimbursement 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 reimbursement for that course. Employees who voluntarily terminate employment will be responsible to reimburse the University the value of all tuition reimbursements issued on their behalf in the twelve months prior to the date of separation.

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