

**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 tuition waiver 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, specified below, must be received by the applicable 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 in the waiver program may register for classes only 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 Student Accounting, Billing, and Cashier Services any non-mandatory user fees or course-specific/program-specific charges. Examples of such fees are provided below.

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 third day of classes in the fall or spring semester or the first day of classes in 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.

E. Students may not use the tuition waiver for courses which are part of customized training programs or where the instructor is compensated on a per-student basis. In addition, students may be denied use of the tuition waiver if they are enrolled in a degree-granting program at the undergraduate or graduate level which has a waiting list of qualified students – first-time or transfer, as relevant – at the start of the semester or session of the summer/winter term.

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 each semester or each session of the summer/winter term any non-mandatory user fees (room and board, parking, health insurance, etc.) or course-specific/program-specific charges (lab fees, textbooks, online course support fees, 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. 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.

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 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. Any appeals of university decisions regarding this program must be filed within ten (10) days with the Director, Division of Workforce Field Operation, Department of Labor & Workforce Development, 1 John Fitch Plaza, PO Box 055, Trenton NJ 08625.

L. This revised policy will take effect beginning with the Fall 2022 semester.

Approved by P. Moghe, EVPAA  
August 10, 2022