



PROCEDURE

Tuition Assistance and Tuition Waiver for Employees

Procedure Administrator: Associate Vice President for Human Resources

Authority:

Effective Date: June 7, 1977, January 5, 2009, January 5, 2011, July 1, 2017, August 15, 2019

Index Cross-References:

Procedure File Number: 6161

Approved By: Harvey Kesselman, President

I. BACKGROUND:

Stockton University believes employees should have the opportunity for professional development and personal enrichment, both as students enrolled in undergraduate or graduate degree programs, as well as non-matriculated students, and supports this activity through tuition assistance or tuition waiver. Stockton University also provides supports for qualified employees who seek to achieve certification in approved apprenticeship programs and will waive or reimburse education courses up to 32 credits at another institution (maximum reimbursement amounts appear on pg. 3 of this procedure 6161). Employees at all levels are encouraged to participate in this program.

II. PROCEDURE:

A. Eligibility

Full-time employees are eligible and part-time employees are eligible on a pro-rata basis. Employees must have completed one year of employment at the University and must continue to receive satisfactory work performance evaluations while enrolled.

B. Ineligibility

Temporary, 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.

C. Application

Any employee wishing to make application for tuition waiver at Stockton University, or tuition reimbursement at another accredited college/university, must complete a [Tuition Reimbursement/Waiver Form](#) and submit the form to their supervisor no later than 30 days before the beginning of the semester.

D. Requirements and Scheduling

Employees applying for this program 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 when the employee is scheduled for regular or emergency work assignments. The only exception made is if an employee is a senior and course requirement are not available after working hours. Proof of this circumstance will be required. Participation in tuition assistance or waiver should in no way adversely affect the responsibilities, attendance, efficiency or quality of work of Stockton employees.

E. Approval for Tuition Reimbursement or Waiver Payment

Tuition reimbursement, waiver, or payment approval will be made only after submission of the following information to the Office of Human Resources:

1. 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 classes.
2. Original receipts for actual tuition costs, exclusive of any other financial assistance.
3. Approved forms for waiver and reimbursement, to be forwarded by Human Resources to the Bursar for credit of account or to Disbursement Services for reimbursement.
4. In the event that funds are not sufficient to meet all requests (which would otherwise be approved), priority shall be given to those who are enrolled in a baccalaureate or graduate degree program for which the employee previously received tuition reimbursement or waiver.

F. Criteria

1. An employee approved for tuition aid or tuition waiver may withdraw from the course without prejudice. However, in doing so, the employee waives the right to any reimbursement or tuition waiver of tuition. Employees should also submit a statement of withdrawal to the Office of Human Resources.

2. An employee who voluntarily terminates employment prior to completion of the course waives entitlement to waiver or reimbursement for that course.
3. Failure to satisfactorily complete a course, or to make payment to the University for assessed fees, will render the employee ineligible for further tuition assistance.
4. Unless prohibited by law, tuition waiver and reimbursement benefits will cease during a leave of absence that is one month or longer in duration.

G. Benefits Summary

All qualified employees of Stockton University are eligible for a 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 following fees: Transportation and Safety Fee and the Non-Matriculation Fee. Employees are still subject to the Education and General Fee.

For those employees who choose to take courses at other institutions, the following reimbursement rates apply:

CWA, IFPTE and PBA

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 \$150 per credit or the actual tuition, whichever is less, for employees enrolled in a terminal degree program related to their area of teaching or work (\$1,800 per year) and shall not exceed 12 credits per academic year or a total of 45 credits during employment at the University.

Review History:

	Date
Associate VP for Human Resources	07/25/2019
General Counsel	08/01/2019
Cabinet	08/01/2019
President	08/15/2019