

MEMORANDUM OF AGREEMENT

Pursuant to Appendix V of the Agreement between the Council of New Jersey State College Locals (NJSFT-AFT, AFL-CIO) and the State of New Jersey, Trenton State College and the Trenton State College Local #2364, AFT , hereby agree to institute the following tuition waiver policy:

Tuition Waiver Policy (Unclassified Professional Staff)

The College's Tuition Waiver Program provides tuition waiver to all full-time employees who enroll in Trenton State College courses .

Employees are eligible to receive waivers for up to twelve credits per calendar year. Waivers shall apply to tuition and student fees only .

Candidates for waiver must file application for admission through the College's Office of Admissions. Employees pursuing undergraduate degrees must matriculate prior to completing 30 credits . Employees seeking graduate degrees must matriculate prior to completing 10 graduate credits.

Employees matriculated in degree or certification programs requiring courses which are not available or which are oversubscribed at Trenton State College will be granted waivers to attend other New Jersey state colleges where such courses are taught .

Employees who have satisfactorily completed six months of employment may be released to attend courses during normal working hours in instances where desired courses are offered only during the day. Enrollment during normal work hours shall be limited to one course per semester .

Requests to attend classes during work hours must be authorized by the employee's immediate supervisor . Said authorization will be based upon operational needs within the respective department. Time missed from work for this purpose must be made up within the same week. (In instances where classes are determined by the immediate supervisor and the Office of Human Resources to be directly related to the employee's present duties, time missed for class attendance will not have to be made up) .

Employees must earn minimum grades of "C " or "P" in all courses for which tuition waivers have been authorized. Employees who do not satisfactorily complete courses for which tuition waivers have been granted, or who terminate full- time employment prior to completing courses for which tuition waivers have been granted, shall be required to reimburse the College for all waived costs.

Applications for tuition waiver may be obtained in the Personnel Office and are to be completed by the employee and his/her immediate supervisor.

Completed applications for initial course registrations are to be returned to the Personnel Office at least two weeks prior to the start of classes. All subsequent applications are to be submitted prior to the posted deadlines for registration.

Within two weeks of application submission, notice will be issued to the employee indicating approval or denial of the waiver request.

Said notice will specify reasons for denial where applicable .

11

2 Ralph Edelbach A-4LL

Date	Ralph D. Edelbach	Date	Robert L. Drake	President	Assistant Vice
	President				
	Local #2364, AFT			Human Resources	
	Trenton State College			Trenton State College	