

Memorandum of Agreement - # 65

**The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time AFT Unit Members**

I. Purpose

This Tuition Waiver Program (TWP) for Children of Full-time and Part-time AFT (the Union) unit members of The College of New Jersey (the College) is intended to support the college's mission by providing an additional incentive and means of recruiting and retaining qualified employees.

II. Program Description

A. The TWP provides full or partial tuition remission to eligible children of Union employees during their matriculated undergraduate enrollment at The College of New Jersey.

B. Tuition waivers shall be available to eligible applicants for up to thirty-four (34) course units across nine (9) semesters toward the dependent children's' first baccalaureate degree.

(Note: All course units taken during a given summer will count as a half-semester; exceptions shall be granted to dependents enrolled in undergraduate programs requiring more than thirty-four (34) course units for graduation)

C. Transfer students shall be eligible for tuition waivers for the balance of course units required to complete their first baccalaureate degree.

III. Eligibility Criteria

A. Criteria for Employees

1. Full-time and part-time (FT/PT) employees in all job categories who have worked at The College of New Jersey for a minimum of three (3) years shall be eligible for tuition waivers for dependent children matriculated at The College of New Jersey. The percentage of tuition waiver for eligible dependent children of full-time and part-time employees shall be proportionate to the parent's or guardian's full-time equivalency (FTE) based on current year contract.

2. Faculty who obtained tenure at other colleges or universities prior to being employed at The College of New Jersey shall be eligible for tuition waivers for dependent children upon their effective dates of hire.

3. To maintain eligibility in the TWP, the employee must maintain her/his employment during the period of the dependent child's undergraduate enrollment. In the event an employee with a dependent participating in this TWP is no longer employed at TCNJ, the following practices shall be followed:

a) **Voluntary separation** – Employees who have been employed at TCNJ for twenty-five (25) or more years shall maintain eligibility for this program. In instances where an employee resigns from the college prior to being employed for twenty-five (25) or more years, her/his child's eligibility for tuition waiver shall discontinue at the end of the then current semester. If the parent or guardian becomes an employee of TCNJ again, a dependent previously in the TWP program shall immediately be re-enrolled in the program

b) **Involuntary Separation** – In instances where an employee is dismissed from the college for disciplinary reasons, her/his child's eligibility for tuition waiver shall discontinue at the end of the then current semester.

- c) **Death or Disability** – In the event of a death or long-term disability of an employee with a dependent child in the TWP, the student shall remain in the program.

B. Criteria for Dependent Children

Biological or legally adopted children, stepchildren and legal wards of regular employees who meet the criteria specified above shall be eligible for tuition waivers under this program provided the child:

1. Does not exceed twenty-three (23) years of age prior to the beginning of the semester for which the waiver is requested, and either resides with or normally, on average, receives at least fifty percent (50 %) of her/his financial support from the employee, during the time she/he is enrolled as a student at the College or provides the amount of financial support as mandated by a divorce decree or other legal document.

The college reserves the right to grant exceptions to the dependency criteria stipulated in this item in instances where extraordinary circumstances exist and will notify the Union of any exceptions granted.

2. Meets the College's academic general admission standards. Any student who is placed on the "wait list" through the College's normal admission review process shall be admitted to the College and be included in this program if they otherwise qualify.
3. Matriculates as an undergraduate student at The College of New Jersey.
4. Remains in good academic standing (not on academic probation) during the time she/he participates in the TWP. If she/he is not in good academic standing and no longer eligible for the TWP, she/he will be readmitted to the TWP program immediately upon regaining acceptable academic standing.
5. Continues to make good progress toward graduation. Normally, students are expected to complete eight (8) course units a year to graduate in four (4) years. To remain eligible for TWP, students must complete at least six (6) course units before the beginning of year two (2), thirteen (13) credits before the beginning of year three (3), and twenty-one (21) course units before the beginning of year four (4). Transfer students must complete at least seven (7) course units by the end of their first two (2) semesters at TCNJ, and four (4) course units per semester thereafter.
6. Otherwise eligible dependent children who are enrolled at TCNJ at the time this program is implemented shall be covered by it.

IV. Application Procedures

A. Application Procedures for Dependent Children

1. Eligible dependent children must complete and submit a standard admissions application by the deadlines specified on the application form. Applicants are to follow the instructions detailed on the application form for General Freshmen Admissions, Early Decision, Educational Opportunity Fund or Transfer candidates.
2. Each applicant must submit a written request to her/his guidance counselor to have an official high school transcript, SAT scores and supportive documentation issued to the Office of Admissions by the posted deadlines.
3. All application materials are to be sent to:
Office of Admissions

Application Processing
The College of New Jersey
P.O. Box 7718
Ewing, NJ 08628-0718

4. The student must complete and submit a Free Application for Federal Student Aide (FAFSA) by the specified deadlines and include the TCNJ code #002642. (Copies of the FAFSA may be obtained from the child's guidance counselor, the college's Office of Student Financial Assistance, or via internet at www.fafsa.ed.gov)

B. Application Procedures for Eligible Employees

1. Concurrent with the dependent child's application to TCNJ , the employee must complete and submit a Tuition Waiver for Dependent Child Application Form to the Office of Human Resources.

Falsification of information contained in any of the documents referenced above shall constitute grounds for disciplinary action.

2. The employee must provide acceptable documentation verifying that the child is her/his biological or adopted child, stepchild or legal ward as specified below:

- a. Biological Child: Acceptable documentation for a biological child shall include a certified copy of the child's birth certificate indicating that the employee is the mother or father of the child. A certified copy is one which displays the raised seal of an official agency. Photocopies of certified birth certificates shall not be accepted. Birth certificates written in a foreign language must be accompanied by a certified translation in English. If a certified copy of the child's birth certificate cannot be obtained, the employee must provide a written explanation as to the reason, and must submit other documentary evidence of the parent-child relationship acceptable to the college.
- b. Adopted Child: Acceptable documentation for an adopted child shall include a certified copy of the child's court-modified birth certificate indicating that the employee is the child's adoptive parent. A certified copy is one which displays the raised seal of an official agency. Photocopies of certified birth certificates shall not be accepted. Birth certificates written in a foreign language must be accompanied by a certified translation in English.
- c. Stepchild: Acceptable documentation for a stepchild shall include a certified copy of a marriage certificate documenting the employee's marriage to the child's parent, and a certified copy of the child's birth certificate indicating that the employee's spouse is the child's parent.

- 126 d. Legal Ward: Acceptable documentation of a guardian relationship shall include a
127 certified copy of a court order indicating that the employee is the child's court-
129 appointed legal guardian. Execution of papers granting Power of Attorney and
130 awards of temporary custody to a non-parent shall not constitute acceptable
verification.

131 *The college reserves the right to accept alternate proof of dependency in instances where*
132 *extraordinary circumstances exist. The Union will be notified in any such instances.*

- 133 3. The employee must submit a copy of her/his three (3) most recent federal income tax forms
134 verifying that the child was claimed as a dependent, or, in instances where the child does
135 not reside with the employee due to divorce or separation, the employee must annually
136 submit certified court documentation or other appropriate legal documentation verifying
137 that the child normally receives, on average, at least fifty percent (50%) of her/his financial
138 support from the employee.
- 139 4. After all the required materials are submitted and certified by the Office of Human
140 Resources, the applicants name will be forwarded to the Dean of Admissions. The Dean is
141 responsible for reviewing the application of any TRP applicant prior to final action being
142 taken.
- 143 5. The employee must annually submit the completed FAFSA form and copies of her/his
144 federal income tax forms showing that the child is being claimed as a dependent during
145 her/his enrollment at the College.
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147 **V. Calculation of Tuition Waiver Award**

- 148 A. The amount of tuition waiver awarded each eligible applicant shall equal the amount of tuition
149 which is not covered by federal, state or county grant and/or public and private scholarship
150 sources. The amount of tuition covered by other funding sources shall be determined by
151 applying all such grants and scholarships first to the child's expenses for room and board
152 (where applicable) and student fees.

- 153 B. Educational loans shall not be included in the above referenced calculations.
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155 **VI. Implementation Date**

156 This program will be implemented retroactive to the fall 2004 semester.
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158 **VII. MOA #64**

159 The College and Union agree that this MOA and MOA # 64 will be signed and enacted
160 concurrently.