

MEMORANDUM

To: AFT Faculty, Librarians, and Staff,
Non-Unit Administrative and CWA Professional Staff

From: Christina Rush, Assistant Director
Office of Human Resources

Date: November 1, 2007

Re: Tuition Reimbursement, 2008 Academic Year

In accordance with the CWA and AFT contracts, and campus tuition program policies, all AFT Faculty, Librarians, Staff, Non-Unit Staff, and CWA Professional staff may be eligible to receive financial assistance through the College's Tuition Reimbursement Program.¹ Through the Tuition Reimbursement Program, employees enrolled in a terminal degree or certification program directly related to their work duties at an accredited college or university other than TCNJ, may be eligible for tuition reimbursement. Application submission deadline for the Spring 2008 semester is January 22, 2008.

Eligibility Criteria

Employees enrolled in a terminal degree or certification program directly related to their work duties may apply to receive tuition reimbursement. Courses unrelated to your area of employment are not eligible for reimbursement, unless they are a requirement of the terminal degree, or certification program related to your area of employment.

Funding for this program is limited and priority for disbursement of funds is assigned as follows:

1. Completion of terminal degree or certification program in their area of responsibility for employees who have received ongoing financial support through this program.
2. Employees initially enrolling in a terminal degree or certification program related to their area of responsibility.
3. Employees enrolled in courses related to their areas of responsibility other than terminal degree or certification programs.

Reimbursement is given only for courses taken at accredited colleges or universities other than The College of New Jersey. (See tuition waiver policy (<http://www.tcnj.edu/%7Ehr/benefits/tuition/tuitionwaiver.html>)).

Application Process

In order to apply for enrollment in the Tuition Reimbursement Program, please complete the application found on our web page at <http://www.tcnj.edu/%7Ehr/benefits/tuition/tuitionreimbursement.html>. Applications are also available at the Office of Human Resources. Applications should be completed and returned to the Office of Human Resources, Administrative Service Building no later than January 22, 2008. Only applications from new employees will be accepted after this date.

Reimbursement Criteria

Employees are eligible for consideration of tuition reimbursement up to a maximum of 12 credit hours *per fiscal year*, including courses taken in the summer, up to a lifetime total of 45 credits. **Reimbursement is paid upon successful completion of approved courses(s).** The tuition reimbursement rate is \$150 per credit or the actual cost of the tuition, whichever was less. Satisfactory completion for matriculated employees is determined by the degree or certification program. For non-matriculated employees “C” or “P” constitutes satisfactory grades.

Applicants must submit proof of payment for the course and a grade sheet verifying satisfactory completion to the Office of Human Resources by June 20, 2008. Applicants will receive an emailed or written response by February 8th, as to whether the college will provide reimbursement for the academic year 2008 on the priorities listed above. If you have any additional questions about the program, please call me at extension 2283.

¹Tuition Reimbursement for AFT Faculty, Librarians and Unit Staff is a matter included in the State Union Agreement and is \$150 per credit of the actual cost of the tuition, whichever was less. Sign up for Tuition Reimbursement will be run under the eligibility and funding requirements stipulated in the 2003-2007 Agreement.