

## Unemployment Tuition Waivers

### Admissions Requirement

Students using the Unemployment Tuitions Waiver (UTW) must be admitted to The College either through Admissions or the Office of Graduate Studies. The original UTW approved by an unemployment counselor must be submitted for proof of eligibility.

### Summer Registration

The registration date for students using the UTW is the first day of classes for each summer session. Consult the Summer School website for program information <http://www.tcnj.edu/~summer/visitingstudentinfo.html>.

### Fall and Spring Registration

The registration period for the Unemployed Tuition Waiver Program is during the posted “add/drop” period at the beginning of each semester. For “add/drop” periods, please visit our website <http://www.tcnj.edu/~recreg/calendars/index.html> under the appropriate year.

### When you register you must then report to the Office of Student Accounts, GH 119 and submit:

1. The unemployment waiver must be dated no earlier than 30 days prior to the designated registration date. The back of the waiver form must be completed with the appropriate courses approved by a Counselor.
2. Students registering for six or more credits are required to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
3. Only the cost of tuition will be waived minus any Federal or State grants awarded to the student. If you are eligible Federal or State grants, the grants will be applied against the tuition first and the waiver will be used to pay for the balance tuition. At this time all student fees must be paid in order to have the waiver applied to the account <http://www.tcnj.edu/~stuacct/tuitionandfees.html>

Fees may be paid by approved loans or payment by check or cash in GH 119, or via TESS in the Office with MasterCard, Discover or American Express.

### Filing the Free Application for Federal Student Aid

- **ALL STUDENTS USING THE UNEMPLOYMENT TUITION WAIVER MUST COMPLETE A FAFSA EACH ACADEMIC YEAR.**

All matriculated students registering for six or more credits are required to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submit all required documents requested by the Office of Student Financial Assistance. The Title IV school code for TCNJ is **002642**. **You must complete all financial aid requirements before the Unemployment Tuition Waiver is applied. Your financial aid file must be completed in order to submit a UTW during your next enrolled semester.**