



TUITION REMISSION FORM

ORIGINAL FORM MUST BE RETURNED TO HR BEFORE EACH SEMESTER BEGINS

To encourage the professional development of NJIT employees, the following policy establishes tuition assistance for qualified educational expenses and successful completion of undergraduate and graduate courses in accredited colleges or universities.

Full-time employees and part-time employees who work a minimum of 20 hours per week are eligible for tuition remission benefits. Adjunct faculty, temporary workers, consultants, leased or contracted individuals and other employees who work less than 20 hours per week are not eligible.

Eligibility begins after one year of continuous employment. Members in a bargaining union should refer to their union contracts.

An employee must be admitted in an undergraduate or graduate degree program as a matriculated student; meet the administrative and academic requirements and follow all admissions and registration procedures.

The cost of fees, textbooks, laboratory breakage, travel and other incidental expenditures are the responsibility of the employee. Any penalties associated with late submission of forms and any other documents are the responsibility of the employee. The Plan does not reimburse for professional seminars, continuing education, conferences, workshops, licenses, licensed examinations, entrance exams, non-credit bearing certificate program and non-academic courses.

A maximum of two (2) credit bearing courses, per Fall or Spring semester, or Summer, or Winter session may be taken by full-time employees at NJIT for a maximum of six (6) courses during the year. Eligible part-time employees may enroll in one (1) course per Fall or Spring semester or Summer, or Winter session up to a maximum of three (3) courses during the year. Tuition balances that exceed the NJIT in-state per credit tuition rate at another accredited college or university, and all fees, are the responsibility of the employee.

The Plan will not pay for any course more than once, and it will not duplicate other educational assistance the dependent may be receiving, such as scholarships, veteran's educational benefits or other financial aid. In no case will tuition be granted beyond 10 terms for a 4 year program or beyond 12 terms for a 5 year program. After scholarships, grants, and other third party grant sources of payment, if any, have been applied to tuition and fees, the remaining balance of tuition and fees (if applicable) shall be eligible for waiver in accordance with the terms of this policy.

Neither the employee's spouse, domestic partner nor civil union partner is eligible to receive tuition benefits.

Tuition assistance approval does not excuse the employee from work. Employees are expected to schedule classes that do not conflict with regular working hours.

A dependent child is defined as a child who is dependent upon the employee for support as defined by the IRS and claimed as a dependent on the employee's federal income tax return. The dependent child must be less than 23 years of age at the time of enrollment. Married children are not classified as dependents and are not eligible for tuition benefits. Dependent children must register for a full-time matriculating undergraduate program at NJIT with no fewer than 12 credits and not to exceed more than 19 credits per semester. If dependent drops below 12 credits, you will be responsible for all tuition related fees (except graduation fee). The plan will not pay for any course more than once, and it will not duplicate other educational assistance, such as faculty scholarships, TAG, and any other tuition related scholarships.

If an employee terminates employment, reimbursement will be paid for courses successfully completed before the last day of work. Employees who leave the employ of NJIT before completing the course must reimburse the University. Tuition paid for grades below the required "C" must be reimbursed through the Bursar's Office for payment in full, or by payroll deductions. Until such reimbursement is made you will not be eligible for future tuition assistance.

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