

STOCKTON UNIVERSITY



POLICY

Tuition Waivers for Unemployed Persons: Job Training Program

Policy Administrator: Bursar

Authority: N.J.S.A. 18A:64-13.2 & N.J.A.C. 12:23

Effective Date: March 1, 2006; October 12, 2010; February 16, 2011; February 24, 2021

Index Cross-References:

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Approved By: Board of Trustees

The purpose of the tuition waiver program is to enable certain unemployed individuals to enroll, without payment of tuition and fees, in a job training program, certificate program, or degree program which shall provide them with an identifiable job skill and shall assist them in gaining reemployment. A course of instruction does not assist the individual in gaining reemployment if the individual already possesses identifiable job skills, unless those skills need to be upgraded in order for the individual to reach a level of self-sufficiency. Identifiable job skill means an identifiable marketable skill in a labor demand occupation. For more information, refer to the "Eligible Coursework" section on page 2 of this policy.

This policy applies to eligible individuals who are legal residents of the State of New Jersey.

Only one degree or one degree-bearing professional certificate from Stockton University may be earned under this tuition waiver program with the course of study determined by the Department of Labor to lead to a job in a labor demand occupation as defined in N.J.S.A. 34:1A-86. Tuition may be waived from one or more courses while earning the degree or professional certificate over a period of semesters. Tuition waivers will not be accepted in cohort-based graduate programs. Once a degree or professional certificate has been earned, future participation in the unemployment waiver program is prohibited. Should an individual earn a degree from the University under this program and wish to take additional courses or pursue a graduate degree, a degree-bearing professional certificate, or a second undergraduate degree, the individual will be financially responsible for tuition and appropriate fees.

PROOF OF ELIGIBILITY

Persons seeking to enroll under the job training program shall submit to the Bursar's Office:

- Documentation from the New Jersey Department of Labor One-Stop Career System verifying their past presence in the labor market for at least two years and their unemployed status or receipt of a layoff notice. Proof of eligibility shall be dated no earlier than 30 days prior to the University's course registration day for

eligible individuals for the semester in which the job training course is taken.

ELIGIBILITY FOR FINANCIAL AID

- Each eligible individual seeking to enroll in credit courses under this program is responsible for filing a Free Application for Federal Student Aid (FAFSA) financial aid application and providing the University with all information necessary to determine possible financial aid eligibility. The application must be filed on or before the day of registration. If additional information is required, it must be provided within five (5) days of the request or the waiver will be denied. If an individual is ineligible for State or Federal financial aid due to a default on a student loan, enrollment in the tuition waiver program is prohibited.
- In determining eligibility for financial aid, the University shall first consider both State and Federal sources of aid including grants, scholarships and any other sources of financial aid (other than loans) available to the institution's general student population.
- When financial aid (other than loans) is not sufficient to pay the full amount of tuition and fees at the University, the student shall be entitled to have the remaining amount of tuition and fees waived by the University.

ELIGIBLE COURSEWORK

- All credit-bearing course offerings are eligible under this program (with the exception of cohort-based graduate programs as noted previously). However, a given course or program shall focus on an identifiable job skill or prerequisite skills for the specific job skill as indicated in the individual's Employability Development Plan approved by the One-Stop Career Center.
- Only those courses in which enrollment space is available on the first day of classes and tuition-paying students constitute the minimum number required for the course shall be open to eligible individuals under this program. Individuals are not eligible for permits in closed course sections or enrollment in an independent study. Students are not permitted to be "wait listed" for a course on the day of registration.
- The University is permitted to designate a separate registration period for eligible individuals seeking to enroll in the program after the registration period for tuition-paying students is complete.

The University has designated the first day of class each semester or summer sub-term for registration. If a student chooses to register earlier, they will forfeit the right to have their tuition charges waived under this program.

EMPLOYMENT DURING SEMESTER

- Any individual participating in this program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

APPLICATION OF GENERAL INSTITUTIONAL RULES

- Students participating under this program shall be governed by those procedures and rules applicable to the University's regularly-enrolled student population,

including rules regarding academic progress and standards for the admission of students into specific degree programs at the undergraduate and graduate level.

FINANCIAL OBLIGATION OF ELIGIBLE STUDENTS

- There is a \$20 registration fee per academic term.
- Students are responsible for the cost of equipment, materials, textbooks and laboratory or equipment usage fees required for a specific course or program, as well as fees which are dedicated to self-sustaining funds, such as parking fines, other optional user fees and other fees as determined by the Bursar's office.

REGISTRATION

- Students are required to meet with Stockton University staff prior to enrollment. Undergraduate students must meet with Academic Advising staff while graduate students must meet with the Office of Graduate Studies staff prior to the day of registration. These offices will review the student's One-Stop Center's Employability Development Plan to determine the relevant courses.
- A registration hold will be placed on the accounts of students using an unemployment waiver and released on the day designated for registration.
- Students may drop, not add, courses during the designated drop/add period for all students. Students may only change a course or course section through 11:59 p.m. on the day they register.

Review History:

	Date
Policy Administrator	06/29/2020
Divisional Executive	07/01/2020
General Counsel	10/07/2020
Cabinet	11/20/2020
President	11/23/2020
Board of Trustees	02/24/2021