

# STOCKTON UNIVERSITY



## PROCEDURE

### **Tuition Waiver for Spouses, Dependents, Couples in Civil Unions and Domestic Partners**

Procedure Administrator: Associate Vice President of Human Resources

Authority: N.J.S.A. 18A-64-8

Effective Date: June 7, 1977, January 5, 2009, January 5, 2011, July 1, 2017, August 15, 2019; September 3, 2021

Index Cross-References:

Procedure File Number: 6164

Approved By: Dr. Harvey Kesselman, President

#### **I. EMPLOYEES COVERED:**

All regular full and part-time employees of Stockton University are covered by this procedure once they have completed one year of employment at the University. Part-time employees are eligible on a pro-rata basis. Temporary, seasonal or intermittent employees are not eligible.

Spouses, legally-joined partners in a civil union, legally-joined domestic partners, and dependents as defined in New Jersey Statutes are eligible for a Tuition Waiver under this procedure, but must be a full-time, matriculated student enrolled in an undergraduate program of instruction at the University. Part-time students are not eligible for a tuition waiver under the program.

#### **II. DEFINITIONS:**

Spouse/Domestic/Civil Union Partner: A spouse, domestic or civil union partner is a person who has established eligibility as required by the State of New Jersey (Department of Health and Senior Services Bureau of Vital Statistics – <http://www.state.nj.us>). In addition, they are legally joined with a full-time employee of the University by marriage, domestic partner or civil union and continue to be a declared spouse, domestic or civil union partner for each year they are a student at the University.

Dependent: The biological child, adopted child, stepchild, legal ward, or joint custody child or child of a Civil Union Partner or Domestic Partner of a full-time employee.

#### **III. APPLICATION PROCEDURE:**

A. The University requires that qualified dependents complete and submit a Free Application for Federal Student Aid (FAFSA) annually in order to maximize any potential resources available to the qualified dependent.

- B. All employees must provide a completed Request for Tuition Waiver Form each semester and proof of age to the Office of Human Resources for each dependent they seek to enroll. All requests should be sent to the Office of Human Resources no less than thirty days before the beginning of the fall or spring semester. Human Resources will verify the status of the dependent at the time of application.
- C. The Bursar's Office will notify the Financial Aid Office of the amount of the Tuition Waiver each semester. If a student is a financial aid recipient, a review will be done to ensure that the student's financial aid package is not "over cost" or "over need". Scholarships and other awards will be applied to the student's account before the Tuition Waiver, provided the terms of receipt of the scholarship do not preclude application of funds other than tuition. Adjustments to the Tuition Waiver may be made to ensure compliance with federal and state financial aid regulations.
- D. The Financial Aid Office will notify the Bursar's Office each semester after review of the student's financial aid package so that the Bursar's Office can post the appropriate Tuition Waiver amount to the student's account.
- E. Once the Bursar's Office verifies compliance with all eligibility requirements (see section IV. Eligibility below), it will post the Tuition Waiver to the student's account. The amount applied may not exceed the remaining tuition balance on the student account after scholarship funds are applied.

#### **IV. ELIGIBILITY:**

- A. A student's eligibility for Tuition Waiver is limited to five years from the time the student becomes a full-time undergraduate student at the University. Each student is eligible for only one undergraduate degree and the waiver is limited to a period of eight semesters with a cap of 20 credits per semester. The student must be a full-time student for each semester they receive a waiver.
- B. A Dependent Child will be eligible for Tuition Waiver until the age of twenty-six. (determined at the beginning of the semester for which the student seeks a waiver). Please note that there is no age restriction for a Spouse, person in a Civil Union or Domestic Partner
- C. A Dependent, Spouse, person in a Civil Union or Domestic Partner shall not be eligible for Tuition Waiver during the summer session.
- D. Students eligible for participation in this program must meet all academic requirements established by the University for initial admission and must remain in good standing.

#### **V. LIMITATIONS:**

LEAVE OF ABSENCE: Unless prohibited by law, Tuition Waiver benefits will cease during a leave of absence that is one month or longer in duration. If an employee is placed on unpaid leave for failure to comply with University policies or procedures, tuition waiver benefits will immediately be suspended and the employee will be responsible for pro-rated tuition costs.

EMPLOYEE SEPARATION OF EMPLOYMENT: In the event of the resignation, retirement or death of an employee who has a Spouse, Domestic Partner, Civil Union Partner, or Dependent enrolled at the University, that student so enrolled shall remain eligible for the Tuition Waiver for the current semester, but not subsequent semesters, so long as the employee was not on unpaid leave referenced above. In the event of termination for cause, the University reserves the right to immediately discontinue the Tuition Waiver of the terminated employee's dependent(s).

Review History:

	Date
Procedure Administrator	08/27/2021
Divisional Executive	08/27/2021
General Counsel	08/30/2021
Cabinet	09/02/2021
President	09/03/2021