

TUITION WAIVER/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee's work. Waiver/Reimbursement Forms must be submitted for approval by the supervisor, Controller's Office and the Human Resources Department. Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

Procedures for Tuition Waiver

- 1) The employee/dependent/spouse must first be accepted to the College through the admissions process.
- 2) Registration for classes begins for the employee/dependent/spouse on the first day of registration for each semester, as dictated by the Academic Calendar.
- 3) Once registration is completed the employee/dependent/spouse must inform the Bursar's Office that s/he will be submitting an Employee Tuition Waiver so that the applicant is not dropped from classes for non-payment. The employee/dependent/spouse completes a Hudson County Community College Employment Request for Tuition Waiver Form, which is available on the portal section of the Human Resources Department page.
- 4) Submit the completed request for Tuition waiver Form to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor and the Controller. If the employee/dependent/spouse receives any financial aid grants or scholarship assistance, the applicant will not be eligible for a tuition waiver. The employee/dependent/spouse can only choose one benefit: Financial Aid OR Employee Tuition Waiver.
- 5) Any applicable mandatory fees such as, Application Fees, Testing Fees, Transcript Fees, and Graduation Fees are not included in the Employee Tuition Waiver and must be paid in the Bursar's Office.

- 6) For special programs (e.g., Culinary, Nursing, Radiography, etc.), fees and uniforms are not covered in the tuition waiver program.
- 7) All Employee Tuition Waiver Forms must be submitted to the Human Resource Department within (8) Calendar Days of the first day of class for the semester requested.
- 8) Eligibility for Tuition Waiver ends on the employee's final day of employment.

Conditions for Tuition Reimbursement:

- 1) Course(s) must be part of an accredited graduate degree program or selected graduate level course(s) in the employee's current or related discipline or job related area. Undergraduate level courses may also qualify under this program.
- 2) Employees should consult with his or her supervisor prior to enrolling in courses to ensure that work completed will qualify for funding and that funds are committed.
- 3) Submit the completed Employee Tuition Reimbursement Application to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor, Department Head (Cabinet Member) and the Controller.
- 4) An application to receive a refund must be submitted no later than 30 days after the completion of the course(s).
- 5) Employees must obtain a grade of "C" or better to receive reimbursement.
- 6) Evidence of Final Grade(s) and payment for the course must be submitted for reimbursement.
- 7) Eligibility for Tuition Reimbursement ends on the employee's final day of employment.