HUDSON
COUNTY
COMMUNITY COLLEGE
BURSAR'S OFFICE
70 Sip Avenue, Jersey City, NJ 07306

H.C.C.C. EMPLOYEE TUITION WAIVERS

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. Remission 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 Remission

1) The Employee/Dependent/Spouse must first be accepted to the College through the admissions process.
2) 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.
3) 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.
4) 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.
5) For special programs (e.g., Culinary, Nursing, Radiography, etc.), fees and uniforms are not covered in the tuition waiver program.
6) 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.