



Office of Student Accounts

HUDSON COUNTY EMPLOYEE TUITION WAIVERS

Students who are Hudson County employees may be eligible for a tuition waiver if they meet the requirements below. All interested HCE students should discuss this benefit with their respective HCE (Hudson County Employee) / HCST (Hudson County Schools of Technology) / HCIA (Hudson County Improvement Authority) contact.

Applying to Hudson:

- Employees wishing to apply for enrollment in this program for the first time must file an online application at www.hccc.edu/apply. You must confirm the information on the application by answering the question regarding working as a county employee.
- Students are **required** to complete the financial aid form found at www.fafsa.gov. The HCCC school code is: 012954.

Registering for classes:

- The application process must be completed in advance of taking courses, including taking placement tests prior to registration.
- At the time of registration, each term, HCE students are expected to present valid identification attesting to their full-time employment status to Hudson County Community College and must request an additional form from the County Training Office verifying their employment status for the same, and must present this acknowledgement form to the Hudson County Community College Admissions Office. All documents must be submitted to the HCCC Admissions Office for processing prior to registration.
- HCE students may enroll once Late Registration begins. Students can confirm Late Registration dates in the Student Refund and Academic Calendar, available at www.hccc.edu/enrollmentguide or www.hccc.edu/tuition or by contacting Student Accounts at studentaccounts@hccc.edu
- Should an HCE student register prior to the agreed-upon date, he/she will not be considered as participating in that term. HCE students will not be permitted to drop classes and then re-enroll under the HCE agreement. If an HCE student drops a class, it will not be considered for the waiver.
- HCE students will only be permitted to register for classes that still have spaces available. Due to the high number of sessions offered or the course's popularity, some sessions may not be available.

Tuition Waiver Details:

- HCE students may be eligible to waive the cost of tuition of up to six (6) credits each Fall and Spring term.
- HCE students may be eligible for waiving the cost of tuition of up to three (3) credits per minor semester, winter intersession, summer session, etc. However, if enrolled during the Winter intersession, students will only be permitted to use the waiver for up to three (3) credits for the Spring term.
- Tuition and fees (Student Activity, General Service, Registration, and Technology fees) are waived.
- The cost of books, supplies, and lab fees is the student's responsibility.
- Financial Aid will first be applied against tuition and waived fees eligible for waivers.
- Paramedic Science clinical courses (specifically EMT classes) are not eligible.

Remaining Eligibility Details:

- HCE students are expected to maintain a minimum cumulative GPA of 2.0.
- HCE students falling below the 2.0 cumulative grade point average may not continue as HCE students until they attain a cumulative GPA of 2.0.
- Employees are required to submit a copy of their schedules/final grades upon receipt for all course(s) selected to their respective County of Hudson contact. If you do not submit the required documentation prior to the upcoming semester's registration period, you will not be permitted to enroll in future terms until the required documentation is provided
- HCE: Caitlyn Schaible, Training Coordinator, 201-795-6255 ext. 4282, email cschaible@hcnj.us
- HCST: Colleen Smith, Director of Personnel, 201-662-6731, email csmith@hcestonline.org