



## **HUDSON COUNTY EMPLOYEE TUITION WAIVERS**

Students who are Hudson County Employees may be eligible for a Waiver of Tuition if the requirements below are met:

All interested HCE students should have this benefit discussed with their respective HCE (Hudson County Employee) / HCST (Hudson County Schools of Technology) / HCIA (Hudson County Improvement Authority) contact.

### **Applying to Hudson:**

- Full-time employees wishing to apply for enrollment in this program for the first time must file an on-line application at [www.hccc.edu/mystart](http://www.hccc.edu/mystart). You must identify yourself as a Hudson County employee so that the Application Fee will be waived. There is a section on the on-line enrollment application for you to indicate by checking "yes" that you are a County employee, and the promo code - HCE.
- Should a HCE student not self-identify and then apply and inadvertently pay the Application for Admission, they will not qualify for a refund/credit.
- If a student discontinues for more than one year then the Re-Admission Fee is not waived.
- Students are **required** to complete the financial aid form found at [www.fafsa.gov](http://www.fafsa.gov) - HCCC school code is: 012954.

### **Registering for classes:**

- The admittance process must be completed in advance of taking courses, including the taking of 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 same and must present this acknowledgement form to Hudson County Community College.
- HCE students may enroll once Late Registration begins. Students may confirm Late Registration dates in the Student Refund and Academic Calendar accessible at

[www.hccc.edu/enrollmentguide](http://www.hccc.edu/enrollmentguide), [www.hccc.edu/tuition](http://www.hccc.edu/tuition) or by contacting the Bursar Department.

- Should an HCE student register prior to the agreed upon date, he/she will not be considered as participating for that term. HCE students will not be permitted to drop classes and then reenroll under the HCE agreement. Should an HCE student drop a class, the class 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 number of sessions offered or the popularity of the course, some courses may not be available.

### **Tuition Waiver Details:**

- HCE students may be eligible for waiving 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 semesters, Winter intersession, Summer session, etc. However, if enrolled during 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 are the student's responsibility.
- Financial Aid will first be applied against Tuition and Waived Fees eligible for waiver.
- 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 an HCE student 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 required documentation is provided.
  - HCE: Caitlyn Schaible, Training Coordinator, 201-795-6255 ext. 4282, email [cschaible@hcnj.us](mailto:cschaible@hcnj.us)
  - HCST: Colleen Smith, Director of Personnel, 201-662-6731, email [csmith@hcstonline.org](mailto:csmith@hcstonline.org)