

## TUITION WAIVER FOR PART-TIME EMPLOYEES

**Reason for Policy**

To provide employees the opportunity for professional and personal development and enrichment.

**Definitions**

1. Continuous employment means any period of employment that is not interrupted from the date of appointment, except by authorized absence.
2. Authorized absence includes time off due to holiday, vacation, illness, military service, or other leave permitted under employment agreement or federal or state law.

**Policy Statement**

A. Regular part-time staff members working at least 15 hours per week on a regular and continuing basis and enrolled in the New Jersey Public Employees' Retirement System (PERS) may attend for credit (i.e., not for audit) degree-credit courses offered by the College without payment of tuition, the college fee or the technology fee. Waivers are not available for other fees associated with registration, individual course fees, special academic program fees and tests, or any other fees that may be charged.

B. These courses must be pursued during normal free time and tuition waiver eligibility shall be limited to a maximum of six credit hours each academic term.

C. If an employee reduces his or her work availability to less than 15 hours per week or is absent without authorization, or if the employee separates from permanent employment while attending a course for which tuition has been waived, the employee will be billed the tuition for the entire semester (even if she or he officially withdraws from the course).

Approved:

Board of Trustees  
February 21, 1980

Revised:

July 25, 1985  
September 21, 2006