

TUITION WAIVER FOR REGULAR PART-TIME EMPLOYEES**Reason for Policy**

To provide employees and their families 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

1. 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.
2. These courses shall be pursued during normal free time and tuition waiver eligibility shall be limited to a maximum of six credit hours each academic term.
3. The spouse and/or dependent children (as defined by the Internal Revenue Code of the United States) of regular part-time staff members enrolled in PERS and working at least 15 hours per week on a regular and continuing basis may attend for credit (i.e., not for audit) regular credit courses offered by the College, and pay the in-county rate, regardless of residence.

Approved:

Board of Trustees
February 21, 1980

Revised:

July 25, 1985
December 19, 1996
July 20, 2006