



**APPLICATION FORM FOR  
TUITION WAIVER REIMBURSEMENT  
FOR UNCLASSIFIED STAFF**

CWID	#	Voucher #	Account to be charged	Amount	Trans.Code
E					

Please see reverse side for processing instructions, including deadline dates for submission

Employee Name & Address	Department & Rank/Title

- Is the course in your degree program?  Yes  No
- Degree sought: \_\_\_\_\_ Name of Institution: \_\_\_\_\_
- What is the relationship of this course to your teaching or work?  
\_\_\_\_\_  
\_\_\_\_\_
- Number of credits previously waived or reimbursed: \_\_\_\_\_

Semester/Year	Institution	Course Title and Number	# of Credits	Cost of Tuition

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Divisional Vice President's Signature

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Fiscal Agent (Academic Affairs or Human Resources)



**APPLICATION PROCEDURES FOR TUITION  
WAIVER/REIMBURSEMENT  
UNCLASSIFIED STAFF**

All applications for tuition waiver and reimbursement for faculty, librarians, professional staff and managers are to be processed consistent with Article XXVIII – Tuition Reimbursement, and Appendix IV – State Colleges/Universities Tuition Waiver Program of the Master Agreement between the State of New Jersey and the Council of NJ State College Locals, AFT-CIO, and applicable University Policy. The following procedures are intended to facilitate the processing of applications:

1. Employee completes form for up to a maximum of six (6) credits per semester and obtains required signatures.
2. Faculty and Librarians submit completed application to the Associate Vice President for Personnel – Academic Affairs (CO-212). Professional staff and managers submit completed form to the Director, OER/Executive Assistant to the Vice President for Human Resources (CO-316).
3. Applications are due on July 1 for the Fall Semester, and on January 1 for the Spring Semester. Within ten calendar days of the submission of the form, the employee will receive notification as to whether the University has approved the request for tuition waiver/reimbursement.
4. For a waiver of tuition, the employee will receive a Tuition Waiver Card which they will submit to the Bursar's Office for payment of tuition for up to a maximum of six (6) credits per semester.
5. For reimbursement of tuition for courses taken at an institution other than Montclair State University, the employee must also submit a copy of proof of payment for tuition along with a final grade to the appropriate designee. These documents are due by January 15 for the Fall Semester, and by June 15 for the Spring Semester.
6. It is expected that all reimbursements will be paid within 21 days of the submission of all required documents.

For questions, contact the Office of the Associate Vice President for Personnel – Academic Affairs (x4368) or the Office of Employee Relations (x4498).