

Montclair State University
Division of Human Resources

TUITION WAIVER FORM FOR DEPENDENT CHILDREN

The tuition waiver program for dependent children provides partial waiver of tuition credits at Montclair State University for all eligible dependent children of full-time University employees covered by the IFPTE Agreement, as described in the Letter of Agreement between the University and IFPTE dated July 12, 2005.

Employee Name (Please Print): _____ Title _____

Department: _____ Current Salary _____

Social Security Number: _____ Date of Hire: _____

Dependent Child's Date of Admission to MSU: _____

Current Term: Fall 20____ Spring 20____

Indicate total number of credits for which dependent child is registered: _____

List course(s) for which a waiver is being requested:

Course Title: _____ Course Number: _____

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All applications must include the following documents:

- _ letter of acceptance from Montclair State University's Office of Admission
- _ letter showing status of eligibility for financial aid, along with copy of employee's most recent income tax form
- _ copy of a certified birth certificate verifying that child is twenty-three (23) years of age or younger
- _ documentation verifying child's connection with employee

I attest that all of the foregoing information is accurate.

Employee Signature

Date

Office of Employee Relations

Date

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Eligibility Requirements

In order for dependent children, the parent/employee must first satisfy all of the following criteria.

1. The employee must be a full-time permanent employee in good standing in a title included in the IFPTE bargaining unit at Montclair State University.
2. The employee must have worked full-time for a minimum of five years prior to the start of the first day of the semester in which his/her child/children commences undergraduate education at the University.
3. Employees must remain in active full-time employment status for the entire period during which the dependent child is a beneficiary of the tuition waiver program. If the employee fails to maintain active full-time employment, the tuition waiver will cease at the end of the academic semester in which the status changed.
4. Should a full-time active employee whose dependent child is receiving tuition waiver benefits in accordance with this program become deceased, the child shall be eligible to continue to receive the benefit as though the parent/employee remained in full-time active status for the remaining semesters up to and including eight in total of eligible participation.

In order for a dependent child to participate in the tuition waiver program, all of the following criteria must be met.

1. Tuition waiver is available for dependent children completing their *first* baccalaureate degree.
2. Dependent children must meet Montclair State University's criteria for admission.
3. Eligibility for the benefit is restricted only to those who maintain full-time matriculated status.
4. The child must maintain dependent status for each semester.
5. The child/parent must submit a completed Free Application for Federal Student Aid (FAFSA).
6. The student must maintain a grade of C or better for all credits waived. If the grade requirements are not met, the student and/or employee are responsible to reimburse the University and no further waiver will be granted until full reimbursement has been made.
7. A Tuition Waiver for Dependent Children form must be submitted each semester. The student and employee must meet all eligibility requirements for that semester. If all eligibility requirements are not met, the student and/or employee are responsible to reimburse Montclair State University and no further waivers will be granted until full reimbursement has been made.

Provisions of the Program

1. Tuition waivers are applicable in fall and spring semesters only. Summer sessions are not included.
2. Waivers are for tuition only. All other fees and costs are the responsibility of the student and/or employee.
3. Any taxes due on the tuition waiver benefit are the responsibility of the employee/child.
4. Tuition waiver will be granted for a maximum of eight semesters.
5. The tuition waiver will be reduced by the amount of financial aid provided under the State Tuition Aid Grant Program, the Federal Pell Grants and any scholarship funds provided to the student. Such reduction will be made prior to the application of tuition waiver. No reduction will be made for any loans or work/study funds which accrue to the student.
6. For all full-time eligible employees earning less than \$37,000 per year as of July 1 of each fiscal year, Montclair State University agrees to waive the cost of up to six (6) credits at the applicable undergraduate credit hour rate each semester per dependent child as defined in this agreement.
7. For all other eligible IFPTE employees, Montclair State University agrees to waive up to three (3) credits at the applicable undergraduate credit hour rate per dependent child.