Montclair State University  
Division of Human Resources  

TUITION WAIVER FORM FOR DEPENDENT CHILDREN, SPOUSES AND PARTIES TO A CIVIL UNION

The tuition waiver program provides partial waiver of tuition credits at Montclair State University for eligible dependent children, spouses and parties to a civil union (herein referred to as Applicant) of employees covered by the 2007-2011 Agreement between the State of New Jersey and the AFT.

This application is to be completed and submitted to the Office of Employee Relations (CO-316) by July 1 for the fall semester and by November 15 for the spring semester.

Employee Name (Please Print): ___________________  CWID: __________________

Department: _______________  Date of Hire: _______________

Applicant Name: ___________________  Nature of Relationship: ___________________

Current Term: Fall 20___  Spring 20___ and list of course(s) for which a waiver is being requested:

Course Title: ___________________  Course Number: _______________

Course Title: ___________________  Course Number: _______________

Course Title: ___________________  Course Number: _______________

Course Title: ___________________  Course Number: _______________

If needed, please list additional courses on reverse side of application.

All applications must include the following documents:

● letter of acceptance from University’s Office of Admission (1st time Applicants only)
● document from Office of Financial Aid indicating Applicant’s aid eligibility
● if applicant is child, copy of a certified birth certificate verifying that the child is twenty-three (23) years of age or younger
● if applicant is spouse or party to a civil union, documentation verifying applicant’s connection with employee

I attest that all of the foregoing information is accurate.

___________________________  ______________________________
Employee Signature  Date

___________________________  ______________________________
Office of Employee Relations  Date
TUITION WAIVER FORM FOR DEPENDENT CHILDREN, SPOUSES AND PARTIES TO A CIVIL UNION (for AFT – Local 1904)

Eligibility Requirements

The employee must first satisfy all of the following criteria:

1. The employee must be a member of the AFT bargaining unit in good standing in a title included in the AFT – Local 1904 bargaining unit at Montclair State University.
2. The employee must have worked as a member of the AFT bargaining unit for a minimum of five years prior to the start of the first day of the semester in which the applicant/beneficiary is to commence undergraduate education at the University.
3. The employee must remain in employment status in the AFT bargaining unit for the entire period during which the applicant is a beneficiary of the tuition waiver program. If the employee fails to maintain employment in the AFT bargaining unit the tuition waiver will cease at the end of the academic semester in which the employee’s status changed.
4. Should an employee whose dependent child, spouse or party to a civil union is receiving tuition waiver benefits in accordance with this program become deceased, the beneficiary shall be eligible to continue to receive the benefit as though the employee remained in employment status in the AFT bargaining unit until such time as they complete their baccalaureate degree.

In order for the Applicant to participate in the tuition waiver program, all of the following criteria must be met:

1. The Applicant must be pursuing his/her first baccalaureate degree.
2. The Applicant must meet Montclair State University's criteria for admission.
3. Eligibility for the benefit is available to those who maintain either part or full-time matriculated status.
4. The Applicant, if a child, must maintain dependent status for each semester.
5. The Applicant must submit a completed Free Application for Federal Student Aid (FAFSA).
6. The Applicant must maintain good academic standing in accordance with University policy 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. The Applicant must submit a Tuition Waiver Application to the Office of Employee Relations each semester. The Applicant 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 the fall and spring semesters as well as the summer session.
2. Waivers are for tuition only. All other fees and costs are the responsibility of the Applicant.
3. Any taxes due on the tuition waiver benefit are the responsibility of the Applicant/employee.
4. 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.
5. The University shall waive 40% of the Applicant’s tuition not covered by scholarships or grants in a program leading to the first baccalaureate degree up to the number of credits required by the degree program for graduation.