

Montclair State University  
Division of Human Resources

TUITION WAIVER FORM:  
DEPENDENT CHILDREN, SPOUSES,  
AND PARTIES TO A CIVIL UNION (CWA – Local 1031)

The tuition waiver program provides partial waiver of tuition credits at Montclair State University for eligible dependent children and spouses<sup>1</sup> (hereinafter referred to as “Applicant”) of employees covered by Agreement between the State of New Jersey and the CWA.

This applications MUST be submitted to Montclair State University, Office of Human Resources, [employeetuition@montclair.edu](mailto:employeetuition@montclair.edu) by the due date set forth immediately below.

***Application Due Date:***

***Fall Semester – August 10***

***Spring Semester – January 10***

***Summer Sessions – May 15***

Employee Name (Please Print): \_\_\_\_\_ Hire Date: \_\_\_\_\_ CWID: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Nature of Relationship: \_\_\_\_\_ CWID: \_\_\_\_\_

Current Term: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

List 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: \_\_\_\_\_

**Applications must include the following documents:**

- Letter of acceptance from the University’s Admissions Office (1st time Applicants only)
- If the applicant is a child, copy of a certified birth certificate verifying that the child is twenty-three
- (23) years of age or younger (1<sup>st</sup> time applicants only)
- If applicant is spouse, documentation verifying applicant’s connection with employee I attest that all of the foregoing information is accurate.

***\*Note: Must provide financial aid eligibility to Student Accounts office.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division of Human Resources

\_\_\_\_\_  
Date

<sup>1</sup> Including partners in a civil union couple under the law.

Montclair State University  
Division of Human Resources

TUITION WAIVER POLICY:  
DEPENDENT CHILDREN, SPOUSES,  
AND PARTIES TO A CIVIL UNION (CWA – Local 1031)

**Eligibility Requirements**

The employee must first satisfy each of the following criteria:

1. The employee must be employed in a position in the CWA bargaining unit at Montclair State University.
2. The employee must have been employed in a position in the CWA bargaining unit at Montclair State University for a minimum of five years prior to the start of the first day of the semester in which the applicant is to commence undergraduate education at the University.
3. The employee must continue employment in a position in the CWA bargaining unit at Montclair State University 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 CWA 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 or spouse is receiving tuition waiver benefits in accordance with this program become deceased while employed in a position within the CWA bargaining unit at Montclair State University, the dependent child or spouse shall be eligible to continue to receive the tuition waiver benefit as though the employee remained in employment status 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 Human Resources 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.