

Montclair State University
Division of Human Resources

**TUITION WAIVER FORM FOR DEPENDENT CHILDREN, SPOUSES AND
PARTNERS IN 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 partner in 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.

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PARTNERS IN A CIVIL UNION

The tuition waiver program provides partial waiver of tuition credits at Montclair State University for eligible dependent children, spouses and partners in 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____ Summer 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 partner in 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

University-Local 1904 Tentative Agreement

REROACTIVITY FOR TUITION WAIVER FOR DEPENDENT CHILDREN, SPOUSES, AND PARTNERS TO A CIVIL UNION OF AFT LOCAL 1904 BARGAINING UNIT EMPLOYEES

For dependents of employees covered by this Agreement who meet all the requirements set forth in the document entitled "Tuition Waiver Form for Dependent Children, Spouses and Partners to a Civil Union for AFT Local 1904" who were taking courses at the University in the summer session(s) that began on or after July 1, 2007, during the academic year 07-08, summer session 2008, and the fall semester, 2008 the University agrees as follows:

1. We will total the number of credits taken during each of the summer sessions/semesters in question.
2. We will calculate the value equivalent to 40% of tuition for that number of credits not covered by scholarships and/or grants
3. We will apply this additional discount/waiver to the next semester in which courses are taken until the additional discount/waiver is exhausted.

André Han

11/18/08

Kenos Bud

11/18/08