



## Policy and Procedures Tuition Assistance Program for Spouses of Full Time Employees Represented by the American Federation of Teachers (AFT)

William Paterson University provides tuition assistance to spouses and civil union partners of tenured and tenure track faculty, and full-time regularly appointed administrators and staff represented by the American Federation of Teachers (AFT). Spouses may be eligible for this program if they are pursuing their first undergraduate degree. Forty (40) percent of the cost of tuition is waived and all fees and additional charges remain the responsibility of the student.

Participation is limited to the fall and spring semesters except in rare circumstances. Rare circumstances include but are not limited to accelerated programs where the course of study requires course (s) to be taken outside of the fall and spring semester in order to complete the specific program. The program requirements must be submitted with the application in this situation.

If the employee dies while employed in an eligible position, and if the student was admitted or enrolled at the time of the spouse death, the student will be eligible for the Tuition Assistance Program until the completion of the semester in which the employee died. All policies and restrictions otherwise applicable to this tuition Assistance program will apply.

In order for a spouse or civil union partner to be eligible for this benefit program, the *employee* must satisfy the following criteria:

- She/he must be employed on a full-time basis for at least five (5) years before the spouse or civil union partner's expected enrollment date.
- She/he must provide a copy of his/her marriage certificate. This should be uploaded through 'My Document Upload' link under HR & Payroll Forms in the WP Connect Employee tab.
- She/he must submit the original copy of the Tuition Assistance Program Application for Spouses each semester, no later than ten (10) business days after the final registration date for the semester.

In order to be eligible for this benefit, the *spouse or civil union partner* must meet the following criteria:

- She/he must be matriculated.
- She/he must be accepted to William Paterson University, and committed to attendance at the institution by making a \$50 deposit. *Students enrolled in audit or certificate programs are not eligible for this tuition Assistance program. The spouse must be registered prior to submitting the Application for the Tuition Assistance Program for Spouses of Employees Represented by the AFT or the application will be returned to the employee.*
- She/he must file an Application for Federal Student Aid (FAFSA). Applications are available at the Financial Aid Office located in Morrison Hall, at any local public library or on the web at <http://www.fafsa.ed.gov>. Concerns or questions regarding the financial aid process should be directed to the Financial Aid Office at extension 2202. Filing a FAFSA determines eligibility for gift aid assistance.
- If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- She/he must remain in good academic standing. Should a student not maintain at least a 2.0 cumulative G.P.A., reimbursement to the University for all waived costs will be required. No further Assistances will be granted until such reimbursement has been made.
- She/he cannot exceed the ten (10) consecutive semester maximum program benefit.

*Note: Students who withdraw from a course or take a Leave of Absence will receive a prorated refund of tuition and fees pursuant to established refund policies and procedures.*



**Program Application**  
**Tuition Assistance Program for Spouses of Full Time**  
**Employees Represented by the American Federation**  
**of Teachers (AFT)**

Employee's Name: \_\_\_\_\_ Employee Banner ID#: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Spouse or Civil Union Partner's Name: \_\_\_\_\_

Spouse or Civil Union Partner's Student ID#: \_\_\_\_\_

Academic Year Applying for Assistance: \_\_\_\_\_ Semester: ☐ Fall ☐ Spring

Will you be a full-time William Paterson University employee for at least five (5) years at the time of your spouse or civil union partner's intended enrollment date? ☐ Yes ☐ No (if no, the spouse or civil union partner is not eligible for this program.)

Has your spouse or civil union partner filed a FAFSA?

☐ Yes (if yes, FAFSA filing date): \_\_\_\_\_

☐ No (if no, the FAFSA form must be filed or this application will be denied)

Is student matriculated? ☐ Yes ☐ No (if no, the spouse or civil union partner is not eligible for the Assistance program)

I certify that I have read and understand the policy and procedures for the Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's or Civil Union Partner's Signature

\_\_\_\_\_  
Date

**Payroll and Employee Benefits use only**

I certify that the employee qualifies for The William Paterson University Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT.

\_\_\_\_\_  
Payroll and Employee Benefits Approval

\_\_\_\_\_  
Date