

William Paterson University provides tuition free enrollment to dependent children of tenured and tenure track faculty, and full-time regularly appointed administrators and staff. Dependent children may be eligible for this program if they are pursuing their first Undergraduate or Graduate degree. The full cost of tuition is waived but 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 a parent dies while employed in an eligible position, and if the student was admitted or enrolled at the time of the parent's death, the student will be eligible for the Tuition Waiver Program until completion of his or her first baccalaureate or graduate degree. All policies and restrictions otherwise applicable to this tuition waiver program shall apply.

In order for a dependent child to be eligible for this benefit program, the *employee* must meet the following criteria:

- She/he must be employed on a full-time basis for at least one year before the dependent child's expected enrollment date.
- She/he must upload a photocopy of the front page of the employee's most recently filed tax return showing that the dependent child was claimed as such in the previous calendar year. This should be done through 'My Document Upload' link under HR & Payroll Forms in the WP Connect Employee tab.
- She/he must provide a copy of the dependent child's Birth Certificate.
- She/he must submit the Dependent Tuition Waiver Program Application each semester electronically through [Employee Tuition Waiver Form](#), no later than ten (10) business days after the final registration date for the semester.

In order to be eligible for this benefit, the *dependent child* must meet the following criteria:

- She/he be matriculated, studying for their first baccalaureate or graduate degree and registered for classes at the University.
- She/he must be accepted to William Paterson University, and are committed to attendance at the institution by making a \$50 deposit. *Students enrolled in audit or certificate programs are not eligible for this tuition waiver program. The dependent must be registered prior to submitting the Tuition Waiver for Dependent Children Program application or it will be returned to the employee.*
- She/he must file an Application for Federal Student Aid (FAFSA) if they are pursuing their first baccalaureate degree. Applications are available at the Financial Aid Office located in Morrison Hall, at your local public library or on the web at <http://www.fafsa.ed.gov>. If you have concerns or questions regarding the financial aid process, please call the Financial Aid Office at extension #3945. Filing a FAFSA determines eligibility for gift aid assistance as well as status as a dependent student. Those students found ineligible for reasons other than age will not receive funding through this program.

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. as an undergraduate student or 3.0 cumulative G.P.A. as a graduate student, reimbursement to the University for all waived costs will be required. No further waivers will be granted until such reimbursement has been made.
- If the employee separates from employment prior to the end of the semester, the tuition waiver will be prorated based upon the days employed during the semester. The employee will be responsible for the balance of all other tuition cost incurred for the semester.
- She/he cannot exceed the ten consecutive semester maximum program benefit for a baccalaureate degree or six consecutive semester maximum for a graduate degree.

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



## Tuition Waiver for Dependent Children Program Application

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

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

Dependent's Name: \_\_\_\_\_ Dependent's Student ID#: \_\_\_\_\_

Dependent's Date of Birth: \_\_\_\_\_

Degree Program: ☐ Undergraduate ☐ Graduate

Academic Year Applying for Waiver: \_\_\_\_\_

Semester: ☐ Fall ☐ Spring

Will you be a full-time William Paterson University employee for at least one year by the time of your dependent's intended enrollment date? ☐ Yes ☐ No (if no, the dependent child is not eligible for this program.)

If the dependent child is pursuing his/her first baccalaureate degree have they filed a FAFSA?

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

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

Filing a FAFSA determines eligibility for gift aid assistance as well as status as a dependent student. Those students found ineligible for reasons other than age will not receive funding through this program.

Is student matriculated? ☐ Yes ☐ No (if no, the dependent child is not eligible for the waiver program)

Have you provided a copy of your most recent federal tax return ☐ Yes ☐ No (if no, the tuition waiver will not be approved)

I certify that I have read and understand the policy and requirements for Tuition Waiver for Dependent Children of Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dependent Child's Signature

\_\_\_\_\_  
Date

### Payroll and Employee Benefits use only

I certify that the employee qualifies for The William Paterson University dependent children tuition waiver program.

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

\_\_\_\_\_  
Date