

## Unemployment Tuition Waiver Guidelines for Rutgers School of Business–Camden

### IMPORTANT UPDATES FOR UNEMPLOYMENT TUITION WAIVER AT RUTGERS SCHOOL OF BUSINESS–CAMDEN, AS OF 11/8/2021 — PLEASE READ

A. Rutgers, The State University of New Jersey, will act in accordance with State law and regulation, N.J.S.A. 18A:64-13.1 et seq and N.J.A.C. 12:23-8.1 et seq, which set forth conditions under which unemployed persons may enroll in a course of instruction at a public college or university in New Jersey, without payment of tuition or general student fees, that will provide them with identifiable job skills to assist their efforts to gain reemployment. As part of Rutgers, The State University of New Jersey, Rutgers School of Business–Camden (RSBC) will be a participant as described in this document.

B. Individuals interested in applying for the Unemployment Tuition Waiver (UTW) must be currently unemployed or in receipt of a layoff notice as a result of a factory or plant closing and desire to take courses that are part of a job training program detailed in an individual Employability Development Plan approved by a One-Stop Career Center within the New Jersey Department of Labor and Workforce Development. Admission to such courses shall be on a space-available basis, per section D in this document.

C. Applicants who qualify under this program must satisfy all academic, admissions, financial aid, and registration requirements and must meet all established deadlines. A separate tuition waiver application will be required prior to each semester or each session of the summer/winter term and must be submitted at least five (5) business days before the start of classes. Specifically, an applicant must:

1. Be admitted into Rutgers–Camden as a matriculated or non-matriculated student, demonstrating that the individual possesses the minimum prerequisite skills for study at the university.
2. Apply for financial aid (regardless of eligibility status). Students who are found ineligible for financial aid due to default on a financial aid loan will be ineligible for participation in the UTW program.
3. Present the appropriate certification, with original signatures, from the One-Stop Career Center. Such certification, specified below, must be received by the Registrar’s office at Rutgers–Camden no less than five (5) business days prior to the start of classes for the semester or session of the summer/winter term.
4. Self-identify as a tuition waiver student when registering for such courses. Because tuition waivers are granted only on a space-available basis, **pre-registration for classes under this program is prohibited**. Students in the waiver program may register for classes only during the appropriate time periods detailed below.
5. Maintain good academic standing and satisfactory academic progress, specified as a minimum of 2.5 GPA for students enrolled in undergraduate RSBC programs and 3.0 for students enrolled in graduate RSBC programs. Failure to maintain good academic standing or satisfactory

academic progress, as defined above, will render the student ineligible for future participation in the program.

6. Submit to the Cashier's office a \$20 registration fee and any non-mandatory user fees or course-specific/program-specific charges. Examples of such fees are provided in Section I.
- D. Available space in a course is to be determined by the Associate Dean, in consultation with the Registrar, at the start of each semester or each session of the summer/winter term. Tuition-paying students must fill at least the minimum number of spaces required for the course.
- E. Students in the UTW program may register for courses only during the add/drop period beginning with the third day of classes in the fall or spring semester or the first day of classes in a session of the summer/winter term. Applicants are not assessed late fees based on the date required for registration under the program. Stop points may not be exceeded for tuition waiver purposes even with special permission numbers.
- F. Students may not use the tuition waiver for courses that are part of customized programs, such as certain certificate offerings and training through Executive Education, or where the instructor is compensated on a per-student basis.
- G. Under the UTW program, graduate students are permitted to enroll for no more than 12 credits during each fall or spring semester and no more than 9 credits during summer session and 3 credits in winter session. Undergraduate students can take up to 19 credits in fall and spring, 12 credits in summer, and 3 credits in winter as per Rutgers–Camden undergraduate allowances.
  1. Any UTW applicant must contact an RSBC academic advisor for registration, as they need to verify if the student meets prerequisite requirements.
  2. UTW applicants may not directly contact instructors for pre-requisite overrides or special permission numbers. Pre-requisite overrides and special permission numbers must be arranged for by the academic advisor. Stop points may not be exceeded for tuition waiver purposes even with special permission numbers.
  3. Students may not audit a course as part of this program.
- H. Additionally, students may be denied use of the tuition waiver if they are enrolled in a degree-granting program at the undergraduate or graduate level that has a waiting list of qualified students — first-time or transfer, as relevant — at the start of the semester or session of the summer/winter term.
- I. All federal, state, and institutional aid, excluding loans, and all other sources of job training funding received by qualified unemployed workers will be applied toward tuition and general student fees. The UTW program will cover any differences between aid received and tuition and general student fees. Participating students are required to pay a \$20 registration fee each semester or each session of the summer/winter term as well as any non-mandatory user fees (room and board, parking, health insurance, etc.) or course-specific/program-specific charges (lab fees, textbooks, online course support fees, etc.). After the semester or session has begun, **students who have already paid tuition for the course are not eligible for a waiver or reimbursement under this program.**

- J. An updated and signed, with two original signatures, Department of Labor and Workforce Development Unemployed Person Job Training Form (Unemployment Tuition Waiver Program) is required for each semester or each session of the summer/winter term in which the applicant seeks to enroll as a tuition waiver student. Photocopies of signatures will not be accepted. The bearer of this document must also present an approved Employability Development Plan. All requested courses and alternate courses must be related to the goal of obtaining reemployment as set forth in the Employability Development Plan. Both the Job Training Form and Employability Development Plan must be submitted in person to the Registrar's office no later than five (5) business days prior to the start of classes.
- K. Once registered, students in the UTW program may not add courses without approval from the Rutgers–Camden Registrar's office. Any participating student who adds a course without this approval will be deregistered from the unapproved course, unless the added course is part of the student's previously-approved list of alternate courses. Section changes within the same course are also permitted if the new section is not closed to further enrollment.
- L. Applicants are required to inform the Registrar's office of any change in employment status and eligibility under this program when the change occurs. Students who become employed during a semester or session of the summer/winter term may complete that semester/session under the UTW program but will be ineligible for future benefits as long as they are employed.
- M. Students who do not adhere to the above policies will be deregistered and may become ineligible for future participation in the program. In cases of intentional misrepresentation, students may be subject to university disciplinary action and criminal charges.
- N. Any appeals of university decisions regarding this program must be filed within 10 days with the Director, Division of Workforce Field Operation, Department of Labor & Workforce Development, 1 John Fitch Plaza, PO Box 055, Trenton NJ 08625.
- O. This guidance will take effect beginning November 8, 2021.

For forms and more information on the registration process, contact Paul Butler, Assistant Registrar, at [pbutler@camden.rutgers.edu](mailto:pbutler@camden.rutgers.edu) or <https://registrar.camden.rutgers.edu/>.