KEAN

TUITION WAIVER POLICY FOR EMPLOYEES

Program Details

The Tuition Waiver Program waives the cost of tuition for all eligible Kean University Employees during their full-time employment with the University. Tuition Waivers for Employees will only be granted for courses taken towards a *first* undergraduate and/or *first* graduate degree, during the Fall and Spring Semesters as well as during Summer Sessions I & II. Accordingly, waivers will not be granted for courses taken during Winter Session or for courses taken towards a post baccalaureate certificate or doctorate degree.

Eligibility Requirements

A Kean Employee must be full-time to be eligible for participation in the Tuition Waiver Program. As a result, this Program is not applicable to part-time, temporary or provisional Employees of the University. Additionally, *newly hired* Classified Employees (which refers to those in the CWA, IFPTE, PBA, NJLESA & NJSOLEA unions) must have permanent status as well as have completed their working test period to be eligible. Furthermore, Employees who receive scholarship and/or tuition assistance through other Federal, State or private agency resources will be ineligible to have their tuition waived through the Tuition Waiver Program.

Being a Kean Employee does not guarantee admission to the University. An Employee must formally apply and be enrolled/matriculated as a Student. Any Employee with a non-matriculated status will be ineligible to participate in the Tuition Waiver Program.

If an Employee resigns voluntarily or is terminated for cause from Kean University, prior to completion of the approved courses, then he/she forfeits entitlement to the waiver and will be charged their tuition.

Amount of Tuition Waived

The cost of tuition will be waived for a maximum of 130 *attempted* credits towards an undergraduate degree and 65 *attempted* credits towards a graduate degree. An Employee can choose to be a full-time or part-time Student. However, if an Employee is registered for a full-time course load, only 12 – 19 credits will be covered by the waiver for an undergraduate degree and only 9 – 12 credits will be covered for a graduate degree.

Employee Obligations

Financial

Although the cost of tuition will be waived, Employees are still responsible for paying their fees in addition to any other expenses associated with the cost of their education (books, travel expenses & etc). Furthermore, if an Employee chooses in any given semester to take ***more*** than the 12 – 19 credits allotted towards an undergraduate degree or ***more*** than the 9 – 12 credits allotted towards a graduate degree, then he/she will be responsible for covering their overload fee. Ultimately, Employees must ensure that their financial obligations to the University are met and that payments to their accounts remain current.

Job-related

Employees who are approved to participate in the Tuition Waiver Program proceed with the condition that any course related items such as: class attendance, course assignments, studying & etc will be scheduled and performed at times other than when they are scheduled to perform their regular or emergency job duties at the University. An Employee's participation in the Tuition Waiver Program should in no way adversely affect their work or job-related obligations to the University.

Application Procedures

If you are interested in participating in the Tuition Waiver Program, then you must apply through Workday. Workday can be accessed from the Kean Workday webpage, using this link: https://www.kean.edu/offices/human-resources/keanworkday. You would log onto your Workday homepage and then follow the directions contained within the appropriate Tuition Waiver Guide, which can also be found on Kean's Workday page.

An Employee Tuition Waiver Application must be submitted through Workday, ***prior*** to the beginning of each Semester for which an Employee wishes to participate in the Tuition Waiver Program, in accordance with the established deadlines listed on the University's Tuition Waiver Program webpage. Tuition Waivers are not granted retroactively.