



TUITION WAIVER AND REIMBURSEMENT POLICY FOR MANAGERIAL EMPLOYEES

TUITION WAIVER

1. Full-time, managerial, employees will be eligible to apply for a tuition waiver at Kean University for courses taken towards their first undergraduate or graduate degree. Tuition waivers will not be granted for employees who have already earned an undergraduate or graduate degree. In addition, tuition waivers will not be granted towards doctorate degrees.
2. The following employees are ineligible to receive a tuition waiver:
 - Employees who are part-time
 - Employees who receive scholarship and/or tuition assistance through other Federal, State or private agency resources
3. The maximum amount of tuition waiver available to an individual employee is not to exceed \$1000 or the cost of twelve (12) credits per semester, whichever is greater.
4. The tuition waiver is only applicable to the actual cost of tuition. All other costs such as: University fees, books, travel expenses, etc. must be paid by the employee.
5. Employees who are eligible to participate in the Tuition Waiver Program proceed with the condition that any course related items such as: class attendance, course assignments, studying, library work, etc. be scheduled and performed at times other than when the employee is scheduled for regular or emergency work assignments at the University. The employee's participation in the Tuition Waiver Program should in no way adversely affect the employee's job related obligations to the University.
6. Applications for a tuition waiver must be submitted to the Office of Human Resources prior to the beginning of the semester for which the employee is applying, according to the established deadlines. Please refer to deadlines posted on the Tuition Waiver Program webpage (<http://www.kean.edu/offices/human-resources/benefits/tuition-waiver-program>).
7. When an employee is on an approved program of study at Kean University under the Tuition Waiver Program and a course under that program of study is either not available or is oversubscribed, that employee may elect to take the course under that program of study at another State College/University if

such course is available there. Courses taken at another State College/University are subject to the same contractual requirements as the courses taken at Kean University. However, grades must be submitted as confirmation of satisfactory completion.

8. Approved courses for which tuition is waived must be completed with a grade of “C” or better. If an employee wishes to withdraw from the course(s), then the employee must do so by the 100% refund deadline that is posted in the academic calendar by the Office of the Registrar. Otherwise, a cost will be incurred by the employee for the course(s), according to the payment schedule established by the Office of the Registrar.
9. Employees who do not satisfactorily complete courses as specified above, for which a tuition waiver has been granted, shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further tuition waivers will be granted and a Human Resources hold will be placed on the employee’s account, which can affect registration privileges, requests for transcripts, etc.
10. An employee who resigns voluntarily or is terminated for cause from Kean University, prior to completion of the approved courses, waives entitlement to a tuition waiver and will be billed.
11. Exceptions to the requirements of the Tuition Waiver Program set forth herein may be reviewed on a case by case basis. Employees must provide a written request explaining the exceptional circumstances to the Office of Human Resources. Final approval will then be made by the President or the President’s designee.
12. Applicants will be notified by the Office of Human Resources as to whether or not the University will grant a tuition waiver, in writing, prior to the beginning of the semester for which they are applying.

TUITION REIMBURSEMENT

1. Full-time, managerial, employees may apply for tuition reimbursement for courses taken towards their first undergraduate or graduate degree. However, course work towards a graduate degree must be required by the University and it must be directly related to their area of work. Tuition reimbursement will not be provided to employees who have already earned an undergraduate or graduate degree. In addition, tuition reimbursement will not be provided for doctorate degrees.
2. The Tuition Reimbursement Program may be utilized for the above mentioned course work at any accredited institution. However, the Tuition Reimbursement Program may not be combined with the Tuition Waiver Program.
3. The following employees are ineligible to receive tuition reimbursement:
 - Employees who are part-time
 - Employees who receive scholarship and/or tuition assistance through other Federal, State or private agency resources

4. Tuition reimbursement may be received at a rate of \$150 per credit or the actual cost of tuition, whichever is less.
5. Tuition reimbursement may not exceed twelve (12) credits per year or a total of forty-five (45) credits for the duration of employment at the University.
6. Reimbursement is only applicable to the actual cost of tuition. All other costs such as: University fees, books, travel expenses, etc. must be paid by the employee.
7. Employees wishing to participate in the Tuition Reimbursement Program must submit a completed application to the Office of Human Resources, according to the same deadlines that govern the submittal of tuition waiver applications; final approval will be made by the President or the President's designee. A written response will be sent to the employee within twenty (20) calendar days, regarding whether reimbursement can be provided.
8. This program is subject to the availability of funds. Available funds for tuition reimbursement will be distributed on the basis of 45% for the fall term, 45% for the spring term and 10% for the summer term; any unused funds will be advanced to the next term for the fiscal year. In the event that funds are not sufficient to meet all requests, which would otherwise be approvable, priority shall be given as follows:
 - Primarily, to those employees who are enrolled in a terminal or graduate degree program for which the employee previously received tuition reimbursement
 - Next, to those employees embarking upon an approved terminal or graduate degree program
 - Then, to all other circumstances
9. In order to obtain tuition reimbursement, the employee must submit the following documents to the Office of Human Resources at the conclusion of the semester:
 - Official evidence of satisfactory completion of the course(s), for which the employee was originally approved
 - An official University bill and receipt, indicating proof of tuition payment
 - A documented grade of "C" or better
10. An employee who resigns voluntarily or is terminated for cause from Kean University, prior to completion of the approved courses, waives entitlement to tuition reimbursement.
11. Exceptions to the requirements of the Tuition Reimbursement Program set forth herein may be reviewed on a case by case basis. Employees must provide a written request explaining the exceptional circumstances to the Office of Human Resources. Final approval will then be made by the President or the President's designee.

Failure to comply with the preceding requirements will result in ineligibility for participation in the Tuition Waiver or Tuition Reimbursement Program.