

POLICY

Tuition for Ocean County College employees may be waived. To be eligible for this benefit an employee must work at least 910 hours per year, which is equivalent to half-time for a 35 hour per week job, or 1040 hours per year, which is equivalent to half-time for a 40 hour per week job. Nursing clinical instructors, who have completed eight (8) semesters, shall be eligible for this benefit and dependent benefits set forth below.

Eligible employees may waive an aggregate maximum of 12 credits for coursework taken during the academic terms, beginning with each Fall Semester and ending with Spring Semester. Eligible employees may waive an aggregate maximum of 6 credits for coursework taken during the academic terms beginning with the First Five-Week Summer session and ending with the Summer Post session.

An eligible employee's dependents may be granted free tuition for any courses offered by the College, excluding International Education courses. Dependents shall include the employee's husband, wife, children, individual(s) for whom the employee is the legal guardian, and individuals(s) for whom the employee is eligible to claim dependency status on his/her current Internal Revenue Service Income Tax Return. Tuition will be waived a maximum of thirty four (34) credits per academic year per dependent. An academic year is defined as September 1 through August 31.

Eligible dependents of a deceased person, who was employed at the College at the time of death, shall continue to be eligible for the tuition-waiver benefits, subject to the conditions and restrictions currently in force, until, but not beyond two (2) years from September 1 following the employee's death.

Eligible employees and eligible dependents shall be admitted to Continuing and Professional Education courses free of tuition and general fees up to \$500.00 per fiscal year per family. The employee is responsible for the payment of all direct costs for Continuing and Professional Education courses and Credit by Exam at time of registration.

In order to be eligible for tuition waivers, dependents attending the College full-time must submit to the federal processor a Free Application for Federal Student Aid (FAFSA) listing OCC as a college choice (School Code: 002624). Dependents attending part-time or employees taking courses are not required to submit a FAFSA but they are encouraged to do so.

In the event that an employee or his/her dependent is awarded financial aid of federal, state, institutional, and/or private grants/scholarships, (not including work-study or loans), the grants/scholarships will be applied first to tuition and fees. If any employees' or dependent's grants and/or scholarships exceed the amount of tuition and fees owed, the excess will be refunded and the tuition waiver will not apply. If an employee or his/her dependent is awarded aid or scholarships that total less than the total tuition and fees owed, the waiver will be applied to cover the balance owed.

Under no circumstances will any portion of a tuition waiver be paid to the employee or dependent if the grants and/or scholarships exceed the amount of tuition and fees owed.

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

ADOPTED: January 22, 1968
Revised: May 25, 1970
Revised: July 26, 1971
Revised: June 17, 1976
Revised: March 20, 1978
Revised: May 24, 1982
Revised: May 29, 1990
Revised: May 22, 2000
Revised: September 27, 2005
Revised: December 11, 2006

PROCEDURE

The following procedures shall be followed by employees seeking tuition waiver:

1. Tuition Waiver Application Forms are available in the Human Resources Department.
2. The Free Application for Federal Student Aid must be completed by dependents of employees seeking full-time attendance prior to submission of the Tuition Waiver Application form.
3. The employee and/or eligible dependent shall complete the appropriate Tuition Waiver Application Form and process the form for all required approvals. The completed form will be transmitted to the Accounting Office to complete waiver of applicable tuition and fees after the application of grants/scholarships.
4. Employees are not permitted to enroll in courses during their regular work hours. Exceptions may be granted with the approval of the supervisor and appropriate Vice President.
5. Employees may register for any courses that are scheduled outside of his/her normal work hours.

Wherein the specifics of this procedure are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

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Revised: July 19, 1983
Revised: April 25, 2000

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