

POLICY

1. Proof of Eligibility

- a. Eligible individuals seeking to enroll under the N.J. Job Training Program must submit to the college business office documentation from the Department of Labor, Division of Employment Services verifying their past presence in the labor market for at least two years and their unemployed status or receipt of a layoff notice as proof of eligibility or an approved training plan from the Division of Employment Services. Said proof of eligibility must be dated no earlier than 30 days prior to the first day of registration for the semester in which the job training course is to be taken.
- b. If deemed necessary, the college may allow an individual to register for courses pending receipt of Department of Labor verification.
- c. Charge-backs pursuant to N.J. State law shall not apply for unemployed persons. Eligible individuals must first apply to the county college within their county of residence.

2. Eligibility for Financial Aid

- a. Each eligible individual seeking to enroll in credit course under this program must file a financial aid application and provide the Financial Aid Office with all information necessary to determine possible financial aid eligibility.
- b. In determining eligibility for financial aid, the college shall consider all State, Federal, and college sources of financial aid available to the general student population, but shall not include loans.
- c. Any eligible individual receiving financial aid which is not sufficient to entirely pay the full amount of tuition shall be entitled to have the remaining amount of tuition waived by the college.

3. Eligible Courses

- a. The college shall make all of its credit courses eligible under this program. However, a given course or program shall focus on an identifiable job skill or prerequisite skills for the specific job skill or shall be indicated in the individual's training plan approved by the N.J. Division of Employment Services.
- b. An individual's eligibility for a given course or program shall be dependent on possession of appropriate prerequisite skills as determined by the college. The college may designate basic skills and other prerequisite courses as eligible course offerings under this program.
- c. Customized courses that are financially supported by specific employers for the benefit of their respective employees may be exempted from eligibility under this program.
- d. Only those courses in which enrollment space is available and tuition paying students constitute the minimum number required for the course shall be open to eligible individuals under this program.
- e. The college may designate a separate registration period for eligible individuals seeking enrollment under this program after the late registration period for tuition paying students is completed.

4. Employment During the Semester

Any individual participating in the program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

5. Application of General College Policies and Procedures

When not inconsistent with applicable State statutes or rules, students participating under this program shall be governed by those procedures and rules applicable to the college's regularly enrolled student population.

6. Inclusion of Students in College Enrollment Reports

All student enrollments in credit courses may be included in the college's official enrollment count.

7. Financial Obligation of Eligible Individual

- a. Individuals seeking to enroll in this program will be responsible for the cost of equipment, materials and text books normally charged by regularly enrolled students.
- b. The college shall apply training grant funds pursuant to N.J. Public Law 1992, Chapter 43 or financial aid, other than loans, to the total tuition and fees for the applicable academic semester. The college shall waive any remaining tuition balance.

ADOPTED: December 12, 1994