

Approved by College Board of Trustees August 25, 2004

TUITION REIMBURSEMENT PROGRAM FOR
STUDENT SPOUSES DEPENDENTS & DOMESTIC PARTNERS
OF FULL-TIME COLLEGE EMPLOYEES ATTENDING
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

The Richard Stockton College of New Jersey (the “College”) shall provide tuition reimbursement for spouses, dependents and domestic partners of full-time employees of the College, as set forth hereinafter:

Definition of Terms

Spouse. A spouse is a person who is a legally married partner of a full-time employee of The Richard Stockton College of New Jersey.

Domestic Partner. A domestic partner is a person who lives permanently in the same household with a full-time employee of the College and who is not legally married to the member of the bargaining unit, but who resides together with the employee in a domestic partnership, provided the two persons declare themselves as domestic partners. An employee shall identify a domestic partner by completing, signing and filing a form established for that purpose by the College at the Office of Human Resources, and such form shall be valid until revoked by the employee, or the employee leaves the full-time employ of the College. For the purposes of this program, a domestic partner of an employee shall not be eligible to take advantage of the program if the member of the bargaining unit also has a spouse who is a participant in the program.

Dependent. A dependent is a person who is a child, either born to or adopted by, a full-time employee of the College.

Tuition. Tuition is that current charge approved by the College Board of Trustees as tuition to be paid for credit-bearing courses at the College. Each course shall be taken to fulfill an undergraduate academic course requirement, and shall not include fees and other charges. There shall be no reimbursement of tuition paid to any other institution of higher education.

Student. A student eligible for reimbursement under this program shall be a matriculated full-time student enrolled in an undergraduate program of instruction at the College. Part-time students are not eligible for tuition reimbursement under this program.

Individual Limitations to Tuition Reimbursement

No More Than Forty Percent of Tuition. Subject to overall limits to the program set forth below, reimbursement shall be no more than 40% of the tuition charged to and actually paid by the student, or paid on his or her behalf, and shall be paid upon written proof to the Bursar that the semester's academic program has been satisfactorily completed. The Bursar shall verify the information provided by the student, and upon verification shall direct that the College reimburse the student up to 40% of tuition actually charged to and paid by the student or paid on his or her behalf.

Full-Time Undergraduate Students. Tuition reimbursement shall be limited to matriculated undergraduate students who are spouses, domestic partners or dependents who attend the College on a full-time basis. Whether a student is considered a full-time student will be determined at the conclusion of a particular semester.

Five Years. The student's eligibility for tuition reimbursement is limited to five years from the time he or she becomes a full time undergraduate student at the College.

Dependent Not Yet Reached the Age of Twenty Five Years. No student who is a dependent will be eligible for tuition reimbursement who has attained the age of twenty five years at the time of the beginning of the semester for which he or she seeks reimbursement.

Satisfactory Grade in Course. Tuition reimbursement shall be paid for only those persons who have received passing grades for enrolled courses.

Summer Session. A student will not be eligible for tuition waiver during the summer session.

Overall Limitations to Program

During the first year of the Tuition Reimbursement Program, the overall dollar amount to be reimbursed to all students eligible for reimbursement shall be \$25,000.00; and thereafter, the overall dollar amount shall be increased by \$25,000.00 each year during the existence of the Program, provided however, that the total amount to be reimbursed in any one year shall be no more than \$100,000.00.

In the event the total amount of requested tuition reimbursement under this Program exceeds the overall limitation amount in any year, the total amount available shall be equally paid to all eligible students even though the percentage of reimbursement shall be less than 40%.

Request for Tuition Reimbursement

Requests for reimbursement for tuition charged to and paid by a student eligible for the program, or paid on his or her behalf, shall be made at the conclusion of the semester in which tuition has been paid, but no later than four weeks after the conclusion of the semester. Requests shall be made to the Bursar's Office on a form available in either the Bursar's Office or the Financial Aid Office. The form shall state the name and address of the person (if not the student) to whom reimbursement shall be made.

Admission to the College

Currently enrolled students, otherwise eligible for participation in this program, shall be eligible for future consideration under the program; however, reimbursement for tuition paid for courses taken prior to the Fall Semester 2004 shall not be made. Any student eligible for participation under this program must meet all academic requirements established by the College for initial admission to and continuation at the College. Further, to be eligible for participation in the program, a student shall be required to be in good standing.

Scholarship and/or Grant

The student shall apply for any and all appropriate financial aid through scholarship and/or grant before requesting tuition reimbursement under this program. In the event the student receives such financial assistance, he or she will be eligible for reimbursement of 40% of the remaining balance of tuition charged and paid by him or her, or paid on his or her behalf. Student loans, if any, shall not be considered an offset against tuition for the purposes of this program.

Death of Parent, Spouse or Domestic Partner of Student

In the event of the death of an affected employee who has a spouse, domestic partner or dependent enrolled at the College, at the time of his or her death, that student so enrolled shall continue in the tuition reimbursement program as if the person had not died.

Sunset Provision

The tuition reimbursement program set forth herein is a demonstration project that will be evaluated by the Board of Trustees on an annual basis, but will not continue beyond June 30, 2008 unless the Board readopts the program prior to that date. In the event the Board does not readopt the program on or before June 30, 2008, and the program thus expires, those students who are at that time participating in the program shall be allowed to continue with the program until it is completed as to them.