



**Policy and Procedure
Tuition Waiver Program for Full Time
Employees Represented by the
American Federation of Teachers
(AFT)**

FINAL 6/16/2026

MOA: FT AFT Employees Tuition Waiver – William Paterson University

MEMORANDUM OF AGREEMENT

Between

William Paterson University of New Jersey

and

Council of New Jersey State College Locals, AFT, AFL-CIO, Local 1796

This Memorandum of Agreement (“MOA”) is entered into by and between William Paterson University (“University”) and the Council of New Jersey State College Locals, AFT, AFL-CIO, Local 1796 (“Union”), collectively referred to as “the parties.”

Purpose of the Program

The Tuition Waiver Program provides tuition assistance to full-time AFT employees who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills, and abilities of the employee population.

Eligibility Requirements

Eligibility is limited to active full-time AFT employees.

Policy

- The University will waive 100% of the cost of tuition for undergraduate and graduate courses. Eligible Employee is responsible for all fees. Tuition waivers are not ordinarily available for doctoral-level programs. However, exceptions may be made by the President or designee(s) for critical operational needs where doctoral study is essential to the University’s strategic or functional requirements. If the University President or designee(s) determines such critical operational needs they shall provide notice of such through email communication to all eligible employees and Website notification. If the eligible employee is admitted but their tuition is not waived and they do not enroll, their application fee is reimbursable.
- Employees pursuing an undergraduate degree must be matriculated. Employees taking graduate courses must be enrolled in an approved course of study (degree or certificate program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form. Filing a FAFSA determines eligibility for gift aid assistance.
- If a student receives financial aid, grants and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- The maximum amount of tuition aid available per person will not exceed the cost of eighteen (18) credits per calendar year. For undergraduate degree, tuition waiver is applied on a per credit basis to a maximum of 11 credits and a flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time



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other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance in classes and related responsibilities must not adversely affect the work performance of such staff members.

- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete or withdraw from courses for which tuition waiver has been granted shall be required to reimburse the University for all tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.



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PROCEDURE FOR THE TUITION WAIVER PROGRAM

- Employees applying for the Employee Tuition Waiver Program and pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form. Applications are available in the Financial Aid Office located in Morrison Hall, at any public library, or on the web at <http://www.fafsa.ed.gov>. Concerns or questions regarding the financial aid process should be directed to the Financial Aid Office.
- Once registered for classes, any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available on the Human Resources web site [Tuition Assistance Programs](#).
- A Tuition Waiver Application must be completed and submitted for each semester. The completed applications must be submitted electronically through WPconnect/Employee/HR & Payroll Forms/Employee Tuition Waiver Form as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester. The status of the application can also be found at the same location.
- Human Resources will review the application for eligibility and forward an approved copy of the Tuition Waiver form to the Office of Student Accounts.
- Late submission may result in billing for tuition by the Office of Student Accounts. Employees who are billed and have an approved Tuition Waiver Application from Human Resources must contact the Office of Student Accounts. Employees who do not have an approved Tuition Waiver Application within 5 business days after submission must contact Human Resources at humanresources@wpunj.edu to determine the status of their application.
- Employees who drop a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.

This Agreement remains in effect unless either party requests to reopen negotiations. Either of the parties shall notify the other in writing of its desire to commence negotiations.

For William Paterson University

Amy Ginsberg 7-22-2026
Provost and Senior Date
Vice President for Academic Affairs

Allison Boucher-Jarvis 7/22/26
Allison Boucher-Jarvis Date
Vice President for Human Resources

For AFT Local #1796

Susanna Tardi 7/23/2026
Susanna Tardi Date
President

Donna Fengya 7/23/2026
Donna Fengya Date
Co-Vice President for Negotiations