

	Policy and Procedures Tuition Assistance Program for Spouses, Civil Union/Domestic Partner of a Full Time Employee Represented by the American Federation of Teachers (AFT)
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FINAL 6/16/2026

MOA: Spouses, Civil Union/Domestic Partner of 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.”

William Paterson University provides tuition assistance to spouses and civil union/domestic partners of full-time AFT employees. A spouse or civil union/domestic partner may be eligible for this program if they are pursuing their first undergraduate degree. Sixty (60) percent of the cost of tuition is waived. All fees and additional charges remain the responsibility of the student.

Participation is limited to the fall and spring semesters except in rare circumstances. Rare circumstances include but are not limited to accelerated programs where the course of study requires course (s) to be taken outside of the fall and spring semester in order to complete the specific program. The program requirements must be submitted with the application in this situation.

If the employee dies while employed in an eligible position, and if the student was admitted or enrolled at the time of the spouse’s or party to a civil union/domestic partnership employee’s death, the student will be eligible for the Tuition Assistance Program until the completion of the semester in which the employee died. All policies and restrictions otherwise applicable to this tuition Assistance program will apply.

In order for a spouse or civil union/domestic partner to be eligible for this benefit program, the employee must satisfy the following criteria:

- Employee must be employed on a full-time basis for at least three (3) years before the spouse’s or civil union/domestic partner’s expected enrollment date.
- Employee must provide a copy of a valid marriage certificate, civil union certificate, or domestic partnership certificate. This should be uploaded through ‘My Document Upload’ link under HR & Payroll Forms in the WP Connect Employee tab.
- Employee must submit the original copy of the Tuition Assistance Program Application each semester, no later than ten (10) business days after the final registration date for the semester.

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In order to be eligible for this benefit, the spouse or civil union/domestic partner must meet the following criteria:

- A spouse or civil union/domestic partner is pursuing their first undergraduate degree and must be matriculated.
- They must be accepted to William Paterson University and committed to attendance at the institution by making a \$50 deposit.
- Students enrolled in audit are not eligible for this Tuition Assistance program. The spouse or civil/domestic partner must be registered prior to Employee submitting the Application for the Tuition Assistance Program or the application will be returned to the employee.
- She/he must file an Application for Federal Student Aid (FAFSA). Applications are available at the Financial Aid Office located in Morrison Hall, at any local 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. Filing a FAFSA determines eligibility for gift aid assistance.
- If a student receives financial aid, the grant 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 60% of tuition not covered by the scholarship or grant.
- A spouse, or civil union/domestic partner must remain in good academic standing. Should a student not maintain at least a 2.0 cumulative G.P.A., reimbursement to the University for all waived costs will be required. No further Assistancess will be granted until such reimbursement has been made.
- A spouse, or civil union/domestic partner cannot exceed the ten (10) consecutive semester maximum program benefit.

Note: Students who withdraw from a course or take a Leave of Absence will receive a prorated refund of tuition and fees pursuant to established refund policies and procedures.

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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

<u>Amy Ginsberg</u>	<u>7-22-2026</u>
Provost and Senior	Date
Vice President for Academic Affairs	

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

For AFT Local #1796

<u>Susanna Tardi</u>	<u>7/23/2026</u>
Susanna Tardi	Date
President	

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

	Program Application Tuition Assistance Program for Spouses of Full Time Employees Represented by the American Federation of Teachers (AFT)
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Employee's Name: _____ Employee Banner ID#: _____

Employee's Department: _____

Spouse or Civil Union Partner's Name: _____

Spouse or Civil Union Partner's Student ID#: _____

Academic Year Applying for Assistance: _____ Semester: ☐ Fall ☐ Spring

Will you be a full-time William Paterson University employee for at least three (3) years at the time of your spouse or civil union partner's intended enrollment date? ☐ Yes ☐ No (if no, the spouse or civil union partner is not eligible for this program.)

Has your spouse or civil union partner filed a FAFSA?

Y Yes (if yes, FAFSA filing date): _____

Y No (if no, the FAFSA form must be filed or this application will be denied)

Is student matriculated? ☐ Yes ☐ No (if no, the spouse or civil union partner is not eligible for the Assistance program)

I certify that I have read and understand the policy and procedures for the Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT. I certify that the above statements made by me are true, to the best of my knowledge.

Employee's Signature

Date

Spouse's or Civil Union Partner's Signature

Date

Payroll and Employee Benefits use only

I certify that the employee qualifies for The William Paterson University Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT.

Payroll and Employee Benefits Approval

Date