

MOA: Adjunct Faculty 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.”

1. Eligibility

a. Adjunct Faculty: Must have taught at least 12 credits at William Paterson University over the three years (including winter and summer sessions) preceding the use of the benefit, with a minimum of 3 credits taught in the prior 12 months.

2. Availability of Benefit:

a. An Adjunct requesting a Tuition Waiver must establish that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the Adjunct is scheduled for regular teaching assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of Adjunct Faculty Members.

b. Eligible Participants: Eligible participants under this agreement include the adjunct faculty member, their spouse (including civil union/domestic partner), and their dependent children. Only one individual from this eligible group may utilize the tuition waiver program at any given time. The tuition waiver—whether used by the faculty member or an eligible dependent—is subject to a minimum of 3 credits and a maximum of 9 credits per academic year (comprising Fall, Winter, Spring, and Summer). Additionally, the waiver cannot exceed 50% of the adjunct faculty member's cumulative course load over the prior 12 months.

3. Scope of the Tuition Waiver

a. The tuition waiver for the adjunct faculty member may be applied toward undergraduate or graduate courses offered at William Paterson University. Adjunct faculty pursuing

graduate courses must be accepted and enrolled (matriculated) in an approved course of study (master's degree or graduate certificate program). Tuition waiver for an adjunct's dependent children or spouse (including civil union/domestic partner) may be applied towards their first undergraduate degree.

b. 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 faculty member is admitted but their tuition is not waived and they do not enroll, their application fee is reimbursable.

c. Tuition waivers will only be approved if the adjunct faculty member is in good academic standing for the program in which they are enrolled.

d. Waivers cover tuition only; all fees, textbooks, materials, and associated costs are the responsibility of the adjunct faculty member, spouse, or dependent.

e. Courses must be taken on a space-available basis, and all academic prerequisites and University admissions criteria must be met. Adjuncts and eligible dependents seeking a tuition waiver must register for covered courses no more than two weeks prior to the first day of classes for the semester.

3. Application Process

a. Once registered for classes, adjunct faculty 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 Waiver Application](#).

b. A Tuition Waiver Application must be completed and submitted for each semester via WPCconnect. The final cutoff for tuition waiver application submission is ten (10) business days after the end of program adjustment (drop/add period) each semester. The status of the application can also be found at the same location.

c. The Director of Employee Benefits or a designee will review the application for eligibility. The University will respond to waiver requests within ten (10) business days of submission.

d. An approved copy of the Tuition Waiver form will be electronically forwarded to the Office of Student Accounts and to the adjunct.

e. A late submission may result in the billing for tuition by the Office of Student Accounts. Adjuncts who are billed and have an approved Tuition Waiver Application must contact the Office of Student Accounts to clear the bill. Adjuncts who do not have an approved Tuition

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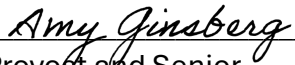
Waiver Application within 10 business days after submission must contact Human Resources at humanresources@wpunj.edu to determine the status of their application.

f. Tuition is waived for Eligible Participants who receive a passing grade. Eligible Participants that do not satisfactorily complete or withdraw from courses for which tuition waiver has been granted shall be required to reimburse the University for the tuition costs of the withdrawn course. No further waivers will be available until the reimbursement has been made. If waiver is approved and the Eligible Participant later becomes ineligible, the student will be billed for the uncovered portion.

g. 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.

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.

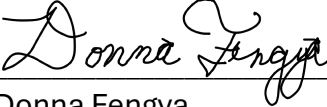
For William Paterson University

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

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

For AFT Local #1796

	7/23/2026
Susanna Tardi	Date
President	

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