

STOCKTON UNIVERSITY

- B. All employees must provide a completed Request for Tuition Waiver Form each semester and proof of age to the Office of Human Resources for each dependent they seek to enroll. All requests should be sent to the Office of Human Resources no less than thirty days before the beginning of the fall or spring semester. Human Resources will verify the status of the dependent at the time of application.
- C. The Bursar's Office will notify the Financial Aid Office of the amount of the Tuition Waiver each semester. If a student is a financial aid recipient, a review will be done to ensure that the student's financial aid package is not the student's account before the Tuition Waiver, provided the terms of receipt of the scholarship do not preclude application of funds other than tuition. Adjustments to the Tuition Waiver may be made to ensure compliance with federal and state financial aid regulations.
- D. The Financial Aid Office will notify the Bursar's Office each semester after review of the post the appropriate Tuition Waiver amount to the student's account.
- E. Once the Bursar's Office verifies compliance with all eligibility requirements (see section IV. Eligibility below), it will

EMPLOYEE SEPARATION OF EMPLOYMENT: In the event of the resignation, retirement or death of an employee who has a Spouse, Domestic Partner, Civil Union Partner, or Dependent enrolled at the University, that student so enrolled shall remain eligible for the Tuition Waiver for the current semester, but not subsequent semesters, so long as the employee was not on unpaid leave referenced above. In the event of termination for cause, the University reserves the right to immediately discontinue the Tuition Waiver of the terminated

Review History:

	Date
Procedure Administrator	08/27/2021
Divisional Executive	08/27/2021
General Counsel	