



Rowan College of South Jersey

Administrative Procedure: 8405

TUITION WAIVERS FOR STUDENTS AND COMMUNITY

In accordance with Board policy, the following procedures have been adopted to ensure the efficient processing of tuition waivers.

Tuition Waivers Requiring Free Application for Federal Student Aid (FAFSA)

Currently, this includes Unemployment, National Guard, and New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) waivers. Students must complete a FAFSA application as well as any and all documents required by the College's Financial Aid department.

Unemployment Waivers

1. Individuals must supply proof of eligibility from the Department of Labor Division of Workforce New Jersey.
2. Individuals must apply to the county college within their county of residence.
3. Students must **not** register before a specific date each semester (date determined by the Director of Financial Aid).
4. Students are responsible for the cost of equipment, materials, textbooks, and lab fees. Additionally, Unemployment Waivers require the student to pay the unemployment registration fee, not to exceed \$20. Payment is due at the time of registration.
5. Any grants and/or scholarships received as a result of Financial Aid eligibility, unless otherwise noted, will be applied to tuition first before covering the cost of any item mentioned above. This may reduce or eliminate the waiver.
6. Waiver amount is calculated and applied by the Financial Aid department. Amount is verified by Bursar and/or designee.

National Guard Waivers

1. Individuals must submit an original Commander's Letter of Certification (NJDMAVA form 621-2-15NOV00) each time they register for classes. This letter must be dated no more than 60 days prior to registration.
2. Students must declare a major of study (undecided is not acceptable) and maintain a 2.00 Grade Point Average (GPA).
3. Students must not register before a specific date each semester (date determined by the Director of Financial Aid).
4. Students are responsible for the cost of all fees, equipment, materials and textbooks, and health insurance.
5. Any grants and/or scholarships received as a result of Financial Aid eligibility, unless otherwise noted, will be applied to tuition first before covering the cost of any item mentioned above. This may reduce or eliminate the waiver.
6. Waiver amount is calculated and applied by the Financial Aid department. Amount is verified by Bursar and/or designee.

NJ STARS Waivers

1. Students must graduate in the top 15% of either their junior or senior year of high school.
2. Covers up to 18 credit hours per semester.
3. Students are responsible for the cost of all fees, equipment, materials and textbooks, and health insurance.
4. Any grants and/or scholarships received as a result of Financial Aid eligibility, unless otherwise noted, will be applied to tuition first before covering the cost of any item mentioned above. This may reduce or eliminate the waiver.
5. Any outside scholarship received on the student's behalf, unless otherwise noted, will also be applied to tuition first before covering the cost of any item mentioned above. This may reduce or eliminate the waiver.
6. Waiver amount is calculated and applied by the Financial Aid department. Amount is verified by Bursar or designee.
7. Funding for NJ STARS is dependent upon annual State appropriations.

Tuition Waivers NOT Requiring FAFSA Application

Currently, this includes Senior Citizens, High School Option (HSOP) and Dual Credit Programs, and Volunteer Tuition Credit Program waivers.

Senior Citizen Waivers

1. Senior citizens age 60+ with proof of age are eligible for reduced tuition rates for credit courses as long as there is space available and there is no additional cost to the College as a result of the reduction.
2. The reduced tuition rates will be determined periodically by the Board of Trustees.
3. Senior citizens are not required to pay the College application fee, however all other fees and costs must be paid in addition to the reduced tuition amount.
4. Waiver amount is calculated and applied by the Bursar and/or designee.

High School Option (HSOP) and Dual Credit Program Waivers

1. The discounted rate applies to tuition and general course fees. Since several high schools have varying maximum credit limits, please contact your local high school guidance counselor before applying.
2. Eligible students are responsible for the cost of textbooks in addition to the discounted rate.
3. Waiver amount is calculated and applied by the Bursar and/or designee.
4. Eligibility expires after high school credential is earned with an age restriction equal to or less than 18 years of age. Since HSOP and Dual Credit programs may have differing timelines, please contact the appropriate program office to obtain eligibility expiration timelines.

Volunteer Tuition Credit Program Waivers

1. Members of a volunteer organization (volunteer fire company, first aid, or rescue squad) who are active and in good standing, their spouses, and their dependent children as determined by the volunteer department policy are eligible as long as there is space available and there is no additional cost to the College as a result of the credit.

2. Each volunteer must obtain a letter of eligibility either for themselves or their dependents from their company. Each letter must be signed with an original signature and a company seal to be turned in to the Business Office for credit classes or to the Continuing Education Center for non-credit classes before or at the time of payment.
3. Eligible students will receive a credit of up to \$600 per school year not to exceed tuition only or \$2400 over a four year period. This is the total amount allowable for both credit and non-credit classes.
4. Waiver amount is calculated and applied by the Bursar and/or designee.

Area: Student Services

Approved: 06/09/20

President's Authorization: _____

A handwritten signature in black ink, appearing to read "Fred Kuntz", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8405 Tuition Waivers for Students and Community*