

OFFICE OF FINANCIAL AID NATIONAL GUARD TUITION WAIVER POLICY

In order to apply for a tuition waiver under the New Jersey National Guard Program the applicant must comply with the following policies and procedures.

I. Required Documentation

- 1) A Letter of Eligibility from the Guard –“**Commander’s Certification.**” A new Commander’s Certification must be submitted each semester at the time of registration and may not be more than 60 days old.
- 2) A completed and processed **Free Application for Federal Student Aid (FAFSA)** for the current semester.
- 3) A properly completed financial aid Authorization and Certification form.
- 4) Any other documentation requested by the Office of Financial Aid.

II. Applicant Eligibility Criteria

- 1) Must be a member of the NJ National Guard or a child/surviving spouse of a deceased member of the NJ National Guard, who completed Initial Active Duty and was killed in the performance of duty while a member.
- 2) Must meet the **Satisfactory Academic Progress (SAP)** policy for financial aid students.
- 3) Must be **matriculated** in an approved degree or certificate program. May only register for courses specified by Salem Community College. Courses that are **not** eligible for a waiver include, but are not limited to, Nursing cooperative courses, other cooperative courses, consortium agreement courses, customized training courses, and self-enrichment courses.
- 4) Must meet all appropriate federal, state and institutional financial aid eligibility regulations.
- 5) Applicants are permitted to register for courses a week prior to the start of the semester and beyond.

III. Additional Policies and Procedures

- 1) Any applicant who has paid to reserve a seat in a course, or registered prior to the authorized registration date, **WILL NOT** receive a refund or be eligible for the tuition waiver after the fact.
- 2) If **eligible**, up to 15 credits of tuition will be waived. The student is responsible all credits above 15 as well as for all other cost associated with attendance (such as the general fee, lab fees, books, supplies, transportation).
- 3) If an applicant is ineligible for state/federal grants, **for reasons other than default or unsatisfactory academic progress**, the applicant must complete a Salem Community National Guard Tuition Waiver Form. The applicant must submit the waiver to the financial aid office for review and signature.
- 4) If the student drops or withdraws from a course or courses during the semester the student remains eligible for the waiver. Students who do not complete the courses for which they enroll may jeopardize their eligibility for a future waiver and for financial aid as a result of failing to maintain satisfactory academic progress.
- 5) If eligible for state/federal aid, the applicant must accept those forms of assistance and must submit all other documents normally required to receive aid. In those cases where financial aid will not cover all tuition costs, a waiver will be granted to cover the remaining costs of tuition for up to 15 credits.
- 6) Students who are enrolled in a course program not available at their home county college, must submit a “Certification of Chargeback Eligibility.” Failure to do so, if required by Salem Community College, can result in additional costs to the student that will not be covered by the National Guard Tuition Waiver Program.
- 7) Students who have not complied with all Salem Community College waiver and financial aid policies by their last day of enrollment or the last day of the semester (whichever comes first) will be ineligible for the waiver. Ineligible students will be held responsible for tuition costs as well as all other costs incurred.