

OFFICE OF FINANCIAL AID UNEMPLOYMENT TUITION WAIVER POLICY

In order to apply for a tuition waiver under the Unemployment Job Training Program as set forth by the NJ Department of Labor (NJSA18A:64A23.2), the applicant must comply with the following policies and procedures.

I. Required Documentation

- 1) A completed ES Certification/Referral from the New Jersey Division of Employment Services. **A new certification must be submitted prior to each semester of enrollment and must be dated no earlier than 30 days prior to the first day of the semester.**
- 2) A completed and processed **Free Application for Federal Student Aid (FAFSA)** for the current semester.
- 3) A properly completed Salem Community College Financial Aid Application and Policies form.
- 4) Any other documentation requested by the Office of Financial Aid.

II. Applicant Eligibility Criteria

- 1) Must be currently unemployed or have received a lay-off notice and must have been in the labor market for at least 2 years. If employment is obtained during the course of the semester, the student will be permitted to complete the semester as a participant in the program.
- 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) **May only register during late registration on a space available basis.**

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, tuition will be waived. The student is responsible for all other costs associated with attendance, which include but are not limited to, the general fee, lab fees, books, supplies, transportation, et cetera.
- 3) If an applicant is ineligible for a state/federal grants, **for reasons other than default or unsatisfactory academic progress**, the applicant must complete a Salem Community College Unemployed Persons' 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.
- 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 Unemployment 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.