

## **QUALIFIED UNEMPLOYED WORKERS TUITION WAIVER APPLICANT CHECKLIST**

This checklist is to assist you in the Rutgers University-Newark Qualified Unemployed Workers Tuition Waiver applicant process and should be used as a guide. You will not be required to submit this checklist during the process.

### **General Information**

**Waiver may not be used for courses which are part of customized training program, where the instructor is compensated on a per-student basis, or if an applicant is enrolled in a degree-granting program which has a waiting list of qualified students at the start of the semester or session.**

Certifying Offices by semester/term:

- Office of Summer & Winter Sessions, Room 208, Blumenthal Hall, 973/353-5113
  - ◆for Summer or Winter Session students (except RBS - Graduate)
  - ◆for RBS - Graduate students must certify with the Office of the Registrar, 3rd floor, Blumenthal Hall
- Office of the Registrar, 3<sup>rd</sup> floor, Blumenthal Hall, 973/353-5372
  - ◆for all fall/spring semester students and RBS Graduate Third Term students

Additional contacts:

Office of Financial Aid, 3<sup>rd</sup> floor, Blumenthal Hall, 973/353-5151

Office of Business Services, 3<sup>rd</sup> floor, Blumenthal Hall, 973/353-5955

**All items on checklist must be completed in manner and timeframe indicated to ensure program eligibility.**

### **Part 1 (must be completed prior to beginning Part 2)**

- apply to Rutgers University for either admission or as a non-matriculating student
- complete current Free Application for Federal Student Aid (FAFSA), <http://www.fafsa.ed.gov/>
- Rutgers students must see their academic counselor for advisement prior to visiting the New Jersey Department of Labor counselor
- visit the New Jersey Department of Labor to obtain Unemployed Person Job Training Form (Tuition Waiver Program) and Workforce Development Employability Development Plan (EDP)

### **Part 2**

**Visit the relevant Rutgers University-Newark Certifying Office (see General Information above). This must be done no more than 30 calendar days and no less than 5 business days before the first day of the semester/session.**

- confirm you have not yet registered for any courses; preregistration of classes under this program is prohibited
- bring all required Department of Labor forms; must be originals, no photocopies will be accepted
- present the New Jersey Department of Labor's Unemployed Person Job Training Form (Tuition Waiver Program) with two original authorized New Jersey Department of Labor personnel signatures, with Rutgers University-Newark as the referral institution
- ensure form includes intended course list and alternatives on back of form (this list of courses may not be altered once approved upon certification)
- present Department of Labor and Workforce Development Employability Development Plan-for use at Rutgers University-Newark, plan must outline an eligible program offered by Rutgers
- complete Qualified Unemployed Workers Applicant Certification at Certifying Office
- obtain Certifying Office signature on Rutgers University-Newark Qualified Unemployed Workers Tuition Waiver Approval Form
- retain form and attached documents for Part 3

### **Part 3**

**During add/drop period beginning on the third day of classes in the fall/spring term, RBS-Graduate third term, or on the first day of the session for the summer/winter term, applicant must return with approval forms obtained during Part 2 (all additional forms attached) to:**

- obtain approval from Registrar's Office (Registrar's Office will confirm requested courses have space available and register student for approved open courses)
- present approval form to Office of Financial Aid to obtain signature
- pay \$20 registration fee and any other required course fees or health insurance charges
- present approval form to Cashier's Office to obtain signature. Term bill, all required documents and payment must be submitted to the Cashier's Office by the end of the add/drop period for the school in which enrollment is sought