Continuing Rutgers Students Unemployment Tuition Waiver Process

PART 1: REQUIREMENTS

- Apply to Rutgers University through the Office of Admissions as a degree seeking student or non-matriculating student.
- Comply with Policy 10.3.14, COVID-19 Immunization Record Requirement for Students.
- Complete a current Free Application for Federal Student Aid (FAFSA), [https://myrun.newark.rutgers.edu/funding-your-education](https://myrun.newark.rutgers.edu/funding-your-education).
- Contact your School’s Advising Office to receive an advisement sheet with an extensive list of courses that qualify towards your degree. A list of course options must be presented to your local One-Stop Career Center.
- Obtain an Unemployed Person Job Training Form* (Tuition Waiver Program) and Employability Development Plan (EDP) from your local One-Stop Career Center. Click here [https://nj.gov/labor/myunemployment/labor/myunemployment/jobseekers/training/index.shtml](https://nj.gov/labor/myunemployment/labor/myunemployment/jobseekers/training/index.shtml) to find out how.

PART 2: CERTIFICATION

- Students must complete the certification form located under Available Applications in the Summer & Winter Sessions Application Portal (SWAP). First time users must create an account. You must upload your Unemployed Person Job Training Form and the Employability Development Plan directly to SWAP.
- You may only certify during the certification period (see dates below).
- Only certified students will be allowed to register for summer session courses (no exceptions).

PART 3: REGISTRATION AND PAYMENT

- Registration must be processed by a Registrar representative, and takes place on the first day of the session, no exceptions.
- A Registrar representative will contact applicants to schedule a time to process their summer registration. Students will be contacted in the order that their documents were received.
- All students must pay any applicable course fees or health insurance charges that appear on their term bill. To view your bill and make payment visit [https://myrun.newark.rutgers.edu/accessing-your-term-bill](https://myrun.newark.rutgers.edu/accessing-your-term-bill).
- Payment must be made on day of registration.

<table>
<thead>
<tr>
<th>Session</th>
<th>Certification Period</th>
<th>Registration</th>
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</thead>
<tbody>
<tr>
<td>Session I</td>
<td>May 1 - May 19</td>
<td>May 30</td>
</tr>
<tr>
<td>Session II</td>
<td>June 19 - June 30</td>
<td>July 10</td>
</tr>
<tr>
<td>12-Week Session</td>
<td>May 1 - May 19</td>
<td>May 30</td>
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* If attending more than one session, you must obtain an Unemployed Person Job Training Form (Tuition Waiver Program) for each session you are seeking enrollment.

** If attending more than one session, you must certify prior to the start of each session you are seeking enrollment. You may not certify for Session I and II at the same time.