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.
- 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. Rutgers University Newark will only accept original forms, photocopies will not be accepted. Click [here](http://www.fafsa.ed.gov/) 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

- You may only register on the first day of the session in which you are enrolling, no exceptions (see registration dates below).
- The Office of the Registrar will contact you directly to complete your registration. Students will be contacted in the order that their documents were received.
- All students must pay the $20 registration fee and any applicable course fees or health insurance charges that appear on their term bill. To view your bill and make payment click [here](http://www.fafsa.ed.gov/).
- Payment must be made on day of registration.

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<thead>
<tr>
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<th>Certification Period</th>
<th>Registration</th>
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<tbody>
<tr>
<td>Session I</td>
<td>May 3-24</td>
<td>June 1</td>
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<tr>
<td>Session II</td>
<td>June 14-July 2</td>
<td>July 12</td>
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<tr>
<td>12-Week Session</td>
<td>May 3-24</td>
<td>June 1</td>
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All offices are located [here](http://www.fafsa.ed.gov/).

* 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.