Visiting 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.
- If you are matriculated at another college or university contact your advisor to receive an extensive list of courses that qualify towards your degree. If you are not currently matriculated at another college or university, schedule an appointment with the Office of Summer & Winter Sessions to review course options and receive a Course Approval Form. 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 to find out how.

PART 2: CERTIFICATION

- Students must meet with the Office of Summer & Winter Sessions to certify all registration requirements have been met. Contact us here to schedule your certification appointment.
- At the time of your appointment you must present your advisement sheet, Unemployed Person Job Training Form (Tuition Waiver Program) and Employability Development Plan (EDP).
- 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 and submit your waiver on the first day of the session in which you are enrolling, no exceptions (see registration dates below).
- To register and submit your summer session 2020 tuition waiver you must present the Employment Development Plan, Tuition Waiver Form, Certification Form, and advisement sheet to the departments listed below, in order.
  - Present all forms to the Office of the Registrar.
  - Present all forms to the Office of Financial Aid.
  - Present all forms to the Cashier’s Office (closes at 3pm). At this time you will be required to pay the $20 registration fee, and any applicable course fees or health insurance charges.

<table>
<thead>
<tr>
<th>Certification Period</th>
<th>Registration</th>
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<tbody>
<tr>
<td>Session I</td>
<td>May 4-18</td>
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<tr>
<td>Session II</td>
<td>June 8-16</td>
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<tr>
<td>12-Week Session</td>
<td>May 4-18</td>
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<td>May 26</td>
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<td>July 6</td>
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All offices are located here.

* 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.