



Memorandum of Agreement  
New Jersey City University & American Federation of Teachers (AFT) Local 1839  
Tuition Waiver Program for Adjunct Faculty & Their Dependents

Purpose of the Program

The Tuition Waiver Program for employees represented by the American Federation of Teachers (AFT) - Adjunct Unit provides tuition assistance to Adjunct Faculty and their dependents who enroll in eligible courses at New Jersey City University. The intent of the program is to enhance employee development and to assist in fulfilling the needs of the University.

Eligibility Requirements

Eligibility is limited to adjunct faculty members and their dependents when the adjunct faculty member has been employed at NJCU during three consecutive academic years, for example three consecutive fall semesters, or three consecutive spring semesters, or three consecutive summer sessions or three winterims over three consecutive years, or a combination of semesters/sessions/winterims that took place during three consecutive academic years at NJCU.

Policy

- Adjunct Faculty Members applying for the Tuition Waiver Program for themselves and/or dependents for a spring or fall or summer or winterim semester/session must have an active teaching assignment during the academic year in which they or their dependents are applying for the waiver. Employees applying for the Tuition Waiver for the summer session must have taught the previous academic year and must be eligible, to return to an active teaching assignment during the following academic year.
- The Adjunct or dependent is responsible for all fees. Only the cost of tuition will be waived.
- Adjuncts and/or their dependents may take undergraduate courses on a space available basis, provided they satisfy all academic prerequisites for the course and the University admission requirements. An Adjunct or the dependent may take graduate courses in a program in which they have been accepted as a matriculated or as a non-matriculated student. Space available basis means that enrollment permitted only after all full-tuition paying students have registered and space remains in the course. The University may exercise discretion, on a case-by-case basis, to lift enrollment caps for the purpose of supporting this tuition waiver program.
- If an adjunct or dependent is a student receiving financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will

waive the cost of all tuition not covered by the scholarship or grant.

- This program applies only to academic courses offered for credit, and not to non-credit CPE courses.
- The maximum amount of tuition aid available per Adjunct Faculty Member or each dependent will not exceed the cost of two courses of 3-4 credits each or 6-8 credits per semester or session.
- An Adjunct requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the Adjunct is scheduled for regular teaching assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of Adjunct Faculty Members.
- Tuition is waived for Adjuncts and their dependents who receive a passing grade. Adjuncts or dependents that do not satisfactorily complete or withdraw from courses for which tuition waiver had been granted shall be required to reimburse the University for the tuition costs of the course(s). No further waivers will be available until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.

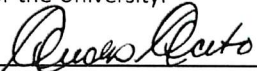
#### Procedures for participating in the Tuition Waiver Program

- Adjuncts or their dependents wishing to take an eligible course(s) covered under this program at New Jersey City University must complete a Tuition Waiver Application, available on the Office of Payroll and Employee Benefits website Tuition Assistance Programs.
- A Tuition Waiver Application must be completed and submitted for each semester. The completed applications may be submitted electronically. The final cutoff for applications for the program is the end of the published drop/add period for each semester/session.
- The Director of Payroll and Employee Benefits or another designee by the University president will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Office of Student Accounts and to the adjunct by the Office of Payroll and Employee Benefits.
- Late submission may result in billing for tuition by the Bursar. Adjuncts or their dependents who are billed and have an approved Tuition Waiver Application from the Payroll and Employee Benefits Office should contact the Office of Student Accounts to clear the bill. Adjuncts and/or their dependents who have do not have an approved Tuition Waiver Application within 5 business days after submission should contact the Payroll and Employee Benefits office to determine the status of their application.
- Adjuncts who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.

- In cases of waiver denial, written reasons for the denial shall be provided to the Adjunct or their dependent. A written appeal of the denial may be made to the President within five (5) business days.

This agreement shall automatically be renewed unless either party provides written notice of its desire to terminate, modify, or amend this agreement, no later than June 1 of each year. In such cases the parties agree to engage in good faith negotiations by December 31st of the year in which notice is given, during which time the existing terms shall remain in effect until the end of the academic year in which notice was given.

For the University:



Andrés Acebo, Interim President

Date: 01/21/2025

For the Union:



William Calathes, President, AFT Local 1839

Date: 1/22/2025



Joseph Moskowitz, Chief Negotiator, AFT Local 1839

Date: 1/24/2025