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) here 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 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 winter 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 winter 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.

	Certification Period	Registration
Winter Session 2023	November 23 - December 15, 2022	December 23, 2022