QUALIFIED UNEMPLOYED WORKERS TUITION WAIVER
APPLICANT CHECKLIST

This checklist is to assist you in the Rutgers University-Newark Qualified Unemployed Workers Tuition Waiver applicant process and should be used as a guide. You will not be required to submit this checklist during the process.

General Information
Waiver may not be used for courses which are part of customized training program, where the instructor is compensated on a per-student basis, or if an applicant is enrolled in a degree-granting program which has a waiting list of qualified students at the start of the semester or session.

Certifying Offices by semester/term:
- Office of Summer & Winter Sessions, Room 208, Blumenthal Hall, 973/353-5113
  - for Summer or Winter Session students (except RBS - Graduate)
  - for RBS - Graduate students must certify with the Office of the Registrar, 3rd floor, Blumenthal Hall
- Office of the Registrar, 3rd floor, Blumenthal Hall, 973/353-5372
  - for all fall/spring semester students and RBS Graduate Third Term students

Additional contacts:
Office of Financial Aid, 3rd floor, Blumenthal Hall, 973/353-5151
Office of Business Services, 3rd floor, Blumenthal Hall, 973/353-5955

All items on checklist must be completed in manner and timeframe indicated to ensure program eligibility.

Part 1 (must be completed prior to beginning Part 2)
- apply to Rutgers University for either admission or as a non-matriculating student
- Rutgers students must see their academic counselor for advisement prior to visiting the New Jersey Department of Labor counselor
- visit the New Jersey Department of Labor to obtain Unemployed Person Job Training Form (Tuition Waiver Program) and Workforce Development Employability Development Plan (EDP)

Part 2
Visit the relevant Rutgers University-Newark Certifying Office (see General Information above). This must be done no more than 30 calendar days and no less than 5 business days before the first day of the semester/session.
- confirm you have not yet registered for any courses; preregistration of classes under this program is prohibited
- bring all required Department of Labor forms; must be originals, no photocopies will be accepted
- present the New Jersey Department of Labor’s Unemployed Person Job Training Form (Tuition Waiver Program) with two original authorized New Jersey Department of Labor personnel signatures, with Rutgers University-Newark as the referral institution
- ensure form includes intended course list and alternatives on back of form (this list of courses may not be altered once approved upon certification)
- present Department of Labor and Workforce Development Employability Development Plan-for use at Rutgers University-Newark, plan must outline an eligible program offered by Rutgers
- complete Qualified Unemployed Workers Applicant Certification at Certifying Office
- obtain Certifying Office signature on Rutgers University-Newark Qualified Unemployed Workers Tuition Waiver Approval Form
- retain form and attached documents for Part 3

Part 3
During add/drop period beginning on the third day of classes in the fall/spring term, RBS-Graduate third term, or on the first day of the session for the summer/winter term, applicant must return with approval forms obtained during Part 2 (all additional forms attached) to:
- obtain approval from Registrar’s Office (Registrar’s Office will confirm requested courses have space available and register student for approved open courses)
- present approval form to Office of Financial Aid to obtain signature
- pay $20 registration fee and any other required course fees or health insurance charges
- present approval form to Cashier’s Office to obtain signature. Term bill, all required documents and payment must be submitted to the Cashier’s Office by the end of the add/drop period for the school in which enrollment is sought