



**NON-AFT CLASSIFIED/UNCLASSIFIED STAFF
REQUEST FOR TUITION REIMBURSEMENT**

Name: _____ Title: _____ Date: _____

Unit: _____

Title(s) of Course(s): _____ Credits: _____
_____ Credits: _____

Cost of Tuition per Credit: \$ _____ Total Credits: _____

Institution: _____ Semester Enrolled:
Fiscal Year: _____ Summer ___ Fall ___ Spring ___

Are courses job related? (please check)

If Yes, please explain. (This must be completed in the case of tuition reimbursement for graduate course work to determine if the benefit is taxable)

Permanent staff with at least one year of State service at the time of application, who are not covered by the AFT contract, may receive tuition reimbursement for graduate study, depending on the availability of funds

1. No more than eighteen credits per fiscal year and no more than a total of 90 credits may be reimbursed. The employee must be enrolled in an accredited degree program for which tuition reimbursement has been authorized in advance. The rate of reimbursement is \$150.00 per credit, or the actual tuition, whichever is less.
2. Employees paid tuition reimbursement who do not remain in the employ of the College for one year after completion of the course(s) are required to refund all of the amount awarded. An employee who terminates employment prior to completion of the course(s) waives entitlement to reimbursement.
3. To receive a commitment for tuition reimbursement, an employee must submit a written request and obtain approval prior to enrollment.
4. Course(s) must be at an accredited institution other than Ramapo College.

Eligibility

Staff must have at least one year of State service at time of application. The course(s) of study for which reimbursement is/are requested must meet the following criteria:

1. Direct value to the State/College.
2. Related to the requestor's duties and responsibilities.
- 3.

FOR OFFICE USE ONLY:	
Sex	_____
Ethnicity	_____