

## Description of the Tuition Aid Program

**Purpose:** The purpose of the tuition aid program is to assist financially an employee who desires to enhance his or her career in the Judiciary. It is created for those employees who, on their own time unless otherwise provided by agreement between the negotiations representative and the Judiciary, and at their own expense, voluntarily enroll in eligible courses or degree programs and then successfully complete those courses or programs. After approval of an employee's participation, the Judiciary will provide reimbursement of the basic cost of the course or a portion thereof.

**Employee eligibility:** Eligible employees include all full-time employees who have had at least one year of Judiciary service at the time their course begins and who have not had recent sustained discipline. Recent sustained discipline, for the purpose of this program, means that an employee will not have received: (1) sustained major discipline within two years of the start date for the class or (2) sustained minor discipline resulting in a suspension within one year of the start date for the class. Further, it means that employees will not be currently under immediate suspension without pay pending criminal charges. Finally, in order to be eligible, an employee must remain in Judiciary employment for at least one year following the completion of a course for which reimbursement has been received. Tuition reimbursement must be refunded to the Judiciary if the employee leaves Judiciary employment prior to one year following completion of the course.

**Course or program eligibility:** The tuition aid program covers individual courses or courses in degree programs that are either related to the employee's current job or that would assist the employee in competing for any other title in the Judiciary. The program includes undergraduate and graduate courses at, or through, an accredited educational institution as well as technical, supplemental, or professional development courses. If the employee is pursuing a degree program, then any course required for the degree can be covered, including both elective and non-traditional courses.

**Reimbursement amount:** Employees covered by the JCAU contracts are eligible to receive up to \$600 per course, to a maximum of \$1,200 per fiscal year. Employees covered by the CWA contracts, as well as non-represented / confidential employees and managers are eligible to receive up to \$600 per course, to a maximum of \$800 per fiscal year. Employees covered by the PANJ-PSU and PANJ-PCR contracts are eligible to receive up to \$50 per fiscal year for their attendance to the PANJ Conference. The reimbursement can cover tuition and any other required cost of the course, such as mandatory books or other required course material.

**Successful completion:** Employees who have received approval to participate in the tuition aid program will be expected to pay tuition and fees in full as appropriate. When the course is completed, employees will present a signed State of New Jersey payment voucher for reimbursement with evidence of satisfactory completion, such as a transcript or certificate. For courses in which grades are given, satisfactory completion means a grade of C or better.

**First-come, first-served:** Funding available for tuition aid is limited; therefore, the principle of first-come, first-served applies, based upon the date and time the application is received. Once the full amount of the fund for each bargaining unit or group of employees (for non-represented and confidential employees and for managers) is allocated, further applicants to that fund will be advised that they are on a waiting list. They will be further advised if and when funds become available due to an earlier applicant's inability to use the funds he or she had requested.

## Instructions for Completing Tuition Aid Application

### Please note:

- **A separate application is required for each course.**

**If reimbursement is requested for a course that has not received previous approval, the reimbursement will be denied.**

- **Application must be submitted to the [tuitionaid.mailbox@njcourts.gov](mailto:tuitionaid.mailbox@njcourts.gov) prior to the start date of the course.**

**Date:** Date you filed this application.

**Job title:** Your formal job title (e.g., Administrative Specialist 4), not a functional title that might be informally used (e.g., Forms Designer).

**Vicinage:** Either name or number. Central office personnel should indicate major affiliation, such as AOC, Appellate Division, Superior Court Clerk's Office, etc.

**Division or Unit:** Division of the vicinage or central office unit.

### **Course/Educational Institution Information:**

**Course title:** Official title of course including catalog number.

**Course description:** Provide a full description of the course from the catalog or program announcement. (If the application is completed online, the space in this field will increase as necessary.)

**Start date and end date:** The scheduled start and end dates for the class (MM/DD/YY). The start date must be between July 1 and June 30.

**Part of a degree program:** If yes, identify the degree and major you are seeking.

**Educational institution name:** Name of the educational provider offering the course.

**Tuition, books, and other required materials or fees:** Total tuition and other direct required costs for taking the course. Do not insert indirect expenses such as transportation, parking, or any other optional expenses.

**Total cost of course:** If the application is completed online, this will be calculated automatically; otherwise, enter the sum of the tuition, books, and other required fees and material.

**Amount of reimbursement being sought:** Amount of reimbursement being sought (based on amounts stipulated in each bargaining unit contract).

**Explanation of relevance of course of study to the mission of the Judiciary:** Provide a description of how this course will help you in your current position or in competing for another Judiciary position or title.

**Acknowledgements:** Your signature indicates both your understanding of the requirements for participating in the program (including your intention to remain in Judiciary employment for at least one year following the completion of the course) and your acceptance of the responsibilities for satisfactory course completion. If completing application online, please type your name on the signature line and include /s/ following your name to indicate your electronic signature. Example; **John S. Doe /s/**

## **Instructions for Submitting Tuition Aid Application and Documentation**

**Required location for application submission:** Applicants shall submit the completed Tuition Aid Application by e-mail to “**TuitionAid Mailbox**” on the Microsoft Outlook address list, or through the Internet at: **tuitionaid.mailbox@njcourts.gov**. If you do not have e-mail access, please go to your local HR office contact person for assistance in submitting the application.

**Time for submitting applications:** Applications must be submitted prior to the start date of the course.

**Response:** Applicants will receive confirmation indicating receipt of their application. If approved, applicant will be notified of their provisional acceptance, which is based on the satisfactory completion of the course requested. If denied, applicants will be notified of ineligibility and have an opportunity for a face-to-face discussion regarding the reason for the denial. If necessary, a final decision about eligibility will be made by AOC senior management. An applicant, who is placed on a waiting list, will be notified as such, and the Judiciary will monitor the use of the appropriate fund to see if money becomes available for reallocation.

**Submission of Documentation:** Within six weeks of completion of the course, applicants **MUST** submit the following documentation to their **Local HR Coordinator**:

- A completed State of New Jersey Payment Voucher. Must be signed. Must include either employee social security number or employee number.
- A completed W-9 Vendor Questionnaire. All applicable sections must be completed. Must be signed. Must include employee social security number.
- Proof of satisfactory completion of course, C or better or Pass, keep in mind that a C- is not acceptable for reimbursement. If alternative grading is submitted, proof of grading system must be included and approved by HR. The paperwork must include name of student, semester, course, school and final grade.
- Proof of total cost of course, tuition bill which includes all costs, semester, school, student name, etc.
- Proof and method of payment, i.e. front and back of check, credit card, loans and financial aid paperwork, bank statement, etc. If paid by college payment plan, must show complete payment for the course.
- A copy of the provisional acceptance notice.

**If documents are not submitted within the six week time frame, funds will be forfeited.**

## Contacts in Human Resources Offices Concerning Tuition Aid

VICINAGE	PRIMARY CONTACT	BACKUP CONTACT(S)
Atlantic/Cape May	Pam Gavenda, Cape May Kim Pilgrim-Davis, Atlantic	Michael Shannon
Bergen	Laurie Waugh	Lynda Villareal
Burlington	Frank Carr	Suzanne Maffei
Camden	Violeta Sandoval <b>AND</b> CAMHRHelp Mailbox	Megan Gallardo
Essex	Tanesha Gethers	Dawna Scott
Hudson	Josianne Payoute	Cinthya Ovalle
Mercer	Greg Myers	Talaya Fortson Tanisha Nollie Vanessa Falcon
Middlesex	Sherifah Samsudeen	Christina Reichardt
Monmouth	Jenifer Rosario	Bethany Little
Morris/Sussex	Sandra Caicedo-Gomez	Jennifer Kasny
Passaic	Melissa Alves <b>AND</b> PASTuitionAid Mailbox	Mary Stately
Union	Pamela Malone	Lorraine Kemmet
Somerset/Hunterdon/Warren	Linda Bojtos	Rachel Morejon
Ocean	Sharon Pearson	Jon Foster Krystyna Carlino
Cumberland/Gloucester/Salem	Jon Frankenfield	Audra Robbins
Central Office	Tracy Manness via <a href="mailto:tuitionaid.mailbox@njcourts.gov">tuitionaid.mailbox@njcourts.gov</a>	Tomika Brockman via <a href="mailto:tuitionaid.mailbox@njcourts.gov">tuitionaid.mailbox@njcourts.gov</a>