

**Instructions for the completion and submission of your Tuition Aid  
Application for the PANJ-EF 78<sup>TH</sup> Annual Conference  
“Resilience, Innovation & Reinventions”  
November 21-23, 2021**

Pertinent information for the employee:

1. The application **MUST** be completed via the online [Tuition Aid Application](https://bit.ly/39w6iBy) <https://bit.ly/39w6iBy>. This link is only accessible when logged into a Judiciary computer. Please do not send directly to the Tuition Aid Coordinator or the HR Manager or the Tuition Aid Mailbox. Applications are 1<sup>st</sup> come, 1<sup>st</sup> serve, so the time and date of submission is critical.

2. Fiscal documentation must be submitted via the online Tuition Aid User Dashboard no later than 6 weeks after the end date of the course. That cut-off date is 5:00pm on **1/4/2022**. Fiscal documentation received after that date and time, will not be considered and the application will be forfeited for untimely submission.

3. All program information and requirements can be located within the Tuition Aid Instructions:

[http://home2.courts.judiciary.state.nj.us/forms/repository/co/hr/10754\\_tuition\\_aid\\_instructions.pdf](http://home2.courts.judiciary.state.nj.us/forms/repository/co/hr/10754_tuition_aid_instructions.pdf)

OR from the following PANJ Website link:

[https://panj.org/conference/pdf/2021\\_TAG\\_Instructions.pdf](https://panj.org/conference/pdf/2021_TAG_Instructions.pdf)

4. It is the employee's responsibility to submit their application and fiscal documentation timely.

5. A partially completed SAMPLE application to guide you with the correct input for the online tuition aid application.

6. Any questions regarding the application process can be directed to the Tuition Aid Mailbox ([TuitionAid.mbx@njcourts.gov](mailto:TuitionAid.mbx@njcourts.gov)).