

**Instructions for the completion and submission of your Tuition Aid
Application for the PANJ-EF 81st Annual Conference
“Champions of Change: Leveling Up for Success”
November 24-26, 2024**

Pertinent information for the employee: ****You must apply prior to conference starting****

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 a paper application directly to the Tuition Aid Coordinator or the HR Manager or the Tuition Aid Mailbox. Applications are 1st come, 1st 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. Fiscal documentation received after the 6 weeks, 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:

https://intranet.njcourts.gov/foremployees/assets/tuition_aid_instructions.pdf?c=OC5

OR

from the PANJ website at: PANJ.ORG under the Tuition Aid Tab.

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

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

5. Any questions regarding the application process can be directed to the Tuition Aid Mailbox (TuitionAid.mbx@njcourts.gov). Paper applications will not be honored.

6. PLEASE COMPLETE YOUR ONLINE APPLICATIONS IN THE FOLLOWING MANNER: (next page)

Course/ Educational Institution Information

Course Code (if applicable) And Course Title *

81ST ANNUAL PANJ TRAINING CONFERENCE - CHAMPIONS OF CHANGE

Course Description (From Catalog or Announcement of Program) *

TIPS TO HAVE A GOOD DAY ON PURPOSE; LEADING A MULTI-GENERATION WORKFORCE; WHAT'S YOUR MISSION?-TAPPING INTO YOUR DRIVING FORCE AT WORK AND IN LIFE; ANTI-HUMAN TRAFFICKING WORKSHOP: A TRAUMA INFORMED-COLLECTIVE APPROACH; COMPASSION FATIGUE; etc.

Remaining: 11 characters

Course Start Date *

11/24/2024



Course End Date *

11/26/2024



Degree Program *

Yes

No

Educational Institution Name *

PANJ EDUCATION FUND

Institution Address

Address line1 *

2409 PAYNTERS ROAD

Address line2

City *

WALL

State *

NJ

Zip Code *

08736

Institution Phone

Tuition

Tuition \$ *

\$ 100.00

Books \$

\$

Requested Amount

\$100.00

Other Expense \$

\$

Explanation of Relevance of Course of Study *

TRAINING EDUCATION FOR PANJ EMPLOYEES