

	New Jersey Workforce Innovation Notice		WD-PY22-8
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	March 17, 2023	

SUBJECT: Tuition Waiver Program Overview and Procedures

EFFECTIVE DATE: This NJWIN is effective **Immediately**.

POLICY RESCISSIONS: This policy replaces WD-PY19-12.

FOR MORE INFORMATION: Questions about this policy may be directed to WIOAPOLICY@dol.nj.gov.

PURPOSE

This policy provides operational guidelines, performance expectations, and clarification for employment counselors and all others identified as training representatives who are expected to effectively administer the Tuition Waiver program.

OVERVIEW

The Tuition Waiver program is a joint effort by the Department of Labor and Workforce Development (NJDOLE) and the Commission on Higher Education. This program enables eligible unemployed customers to enroll, tuition-free, when vacant seats are available, in an appropriate course of instruction at public colleges and universities in New Jersey that will provide them with identifiable skills leading to gainful reemployment. The customer and a One Stop Career Center Counselor jointly develop a course of instruction identified in an Employability Development Plan (EDP).

PROGRAM REQUIREMENTS

Program requirements are set in accordance with the State of New Jersey regulations N.J.A.C. 12:23-8.1 through 8.10 governing the Tuition Waiver program.

Customer Eligibility Criteria

These rules apply to tuition waiver eligible customers who wish to enroll tuition-free in an appropriate course of instruction at a public college or university in New Jersey. The customer's eligibility verification is the responsibility of the One Stop Career Center.

Eligible customers must demonstrate that they are not employable with their current level of skills and credentials and meet all of the following criteria:

- Register with a One Stop
- Complete an Employability Development Plan (EDP) that includes assessment of work history and an inventory of skills aptitudes, interests, and needs
- Be unemployed and permanently separated from their employer, or have received a layoff notice



- Verify they have worked for at least two years since receiving any state or federally-funded

Documentation of unemployment status may be verified in one of the following ways:

- LOOPS Basic 1 Screen Notice of Layoff
- Statement from employer or union
- Worker Adjustment and Retraining Notification (WARN) Act notice
- DD-214 or other documents showing separation or imminent separation from Armed Forces

In addition, eligible customers must meet the following criteria in connection to a postsecondary program. They must:

- Submit a FAFSA (Free Application for Federal Student Aid) and apply for financial aid
- Be formally accepted to a program of study for an in-demand occupation
- Attend a public college or university in New Jersey
- Not have yet paid tuition.
- Not be in default on their financial aid.

Please note an unemployment tuition waiver must be reduced by the amount of any grant or scholarship funds (i.e., Pell, TAG) credited to the student account.

Additional Course of Study/Eligibility Requirements

Tuition Waivers for occupational education will be approved ***only*** if the following conditions are met:

- The training must be for an in-demand occupation and likely to enhance the customer's skills making them more marketable and employable
- The educational institution has determined that the individual meets pre-requisites
- The applicant is expected to complete the course
- The course is an occupational course, and/or for any remedial courses, the course is a prerequisite for an occupational course (or a vital part of an occupational course)
- The course is not on-the-job training or training for which the customer receives wages
- Training is included in college degree program to enhance marketable skills.

In addition, although Tuition Waivers may support multiple years of study, the recommended maximum is to support occupational education for up to two years. Additional justification may be required for longer plans.

Furthermore, tuition waivers should not be used to support up-front basic skills services (courses that fall primarily into remedial/developmental levels). Other available programs, including Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education services and Workforce Learning Link services must be considered prior to use of the Tuition Waiver Program for these purposes.

In addition, tuition waivers may not be utilized to pay for the following courses:

- Non-credit courses
- Study abroad programs
- Courses taken at other locations
- Courses taken through consortium agreements at other institutions
- Internships or courses where faculty/other institutions are paid on a per-student basis



Counselor and Customer Responsibilities

As part of the Tuition Waiver program, counselors must work with customers to assess their experience and skill levels and develop an Employability Development Plan (EDP). The EDP template is included in Appendix A. The counselor must maintain a connection to the customer throughout their program of study and support ongoing documentation of the customer’s status and progress, through collection of report cards and submission of the “Unemployed Person Job Training Form – Tuition Waiver” form which is included in Appendix B. Figure 1 provides an overview of these core responsibilities.

Figure 1: Counselor and Customer Responsibilities

	One Stop Career Center Counselors must:	Customers must:
Intake and Assessment	<ul style="list-style-type: none"> • Complete a counseling assessment and determine if the customer meets the program requirements, this must include documentation of complete work history • Explain and issue the customer copies of the Tuition Waiver Program Customer Responsibilities form and Appeal Instructions 	<ul style="list-style-type: none"> • Meet with a One-Stop Counselor prior to registering/enrolling in school • Request a determination of the applicability of financial aid
Plan Development	<ul style="list-style-type: none"> • Ensure the customer’s Employability Development Plan (EDP) is completed 	<ul style="list-style-type: none"> • Complete an Employability Development Plan (EDP)
Ongoing Documentation of Unemployment¹	<ul style="list-style-type: none"> • Ensure the customer signs the “Unemployed Person Job Training Form – Tuition Waiver” before each new semester 	<ul style="list-style-type: none"> • Complete the “Unemployed Person Job Training Form – Tuition Waiver” with a One-Stop Counselor before each new semester
Ongoing Documentation of Academic Progress	<ul style="list-style-type: none"> • Ensure that the customer makes successful academic progress each semester • Ensure that the additional course of study is necessary for the customer to obtain the identifiable skills necessary to be reemployed before a customer enrolls in a subsequent semester 	<ul style="list-style-type: none"> • Complete the course of study as prescribed in the Employability Development Plan • Present proof of grades from all course(s) supported under the Tuition Waiver program (Failure to satisfy school requirements for continued enrollment may result in cessation of enrollment)

¹ Please note, that a customer who becomes employed during a semester or session may complete that semester or session under the Tuition Waiver Program but will be ineligible for future Waivers as long as they are employed.



Additional One Stop Responsibilities:

- The One Stop Counselor's supervisor must check in America's One Stop Operating System (AOSOS) to ensure the Unemployed Person Job Training Form – Tuition Waiver" (NJES-8) is data entered and a Record ID number was created before approving and signing the form.
- The One Stop Counselor must ensure that the customer receives two copies of the "Unemployed Person Job Training Form – Tuition Waiver" (NJES-8). One copy is for the customer's records and the other is to be given to the school at registration.
- The Counselor must ensure that a counseling statement and all services, comments and activities are documented in AOSOS.
- The Counselor must explain and issue the customer copies of the Tuition Waiver Program Customer Responsibilities form and Appeal Instructions.

Additional Customer Responsibilities:

- The Customer must assume the cost for equipment, materials, textbooks, and laboratory or equipment usage fees required for a specific course or program, as well as fees which are dedicated to self-sustaining funds, such as parking charges, room and board, and other optional user fees.
- The Customer must inform the Registrar's office of any change in employment status and eligibility under this program when the change occurs.

Public Colleges' and Universities' Responsibilities

In addition to the responsibilities of the One Stop Counselor and Customer, the higher education partner must also meet specific responsibilities. The college or University must:

- Ensure that assessment activities, plans, and documentation have taken place between the Customer and One Stop Counselor, including the development of the Employability Development Plan and the submission of the "Unemployed Person Job Training Form – Tuition Waiver" (NJES-8) before each semester
- Ensure that Tuition Waiver customers request a determination of the applicability of financial aid when registering for credit courses (Any applicable aid received must be applied to that course(s). If financial aid does not cover the entire cost, the remainder must be waived by the school)
- Ensure that all courses are made eligible under the Tuition Waiver program; except those specifically underwritten by an employer for their employees (customized training)
- Ensure that a course has vacant seats before providing a course through a Tuition Waiver (ensure that no tuition-paying students are displaced by a student paying with a Tuition Waiver, including by opening up registration to Tuition Waiver customers after regular registration for tuition paying students has closed)
- Determine that the customer meets the academic criteria for a course, as well as any prerequisite courses
- Ensure that registration fees do not exceed \$20.00 per student per semester, including ensuring that customers are not charged for general fees and that a non-resident differential fee is not charged to customers seeking to enroll in a county college outside their county of residence.



APPEALS PROCESS

When a customer is denied a Tuition Waiver either by the One-Stop Counselor or denied use of the Tuition Waiver by the public college or university, the customer has a right to appeal the decision. This is referred to as a Level One (1) Appeal. The Level One (1) Appeal decision determination is made by the office of the Director, Workforce Career Services. If, after the determination, the customer who filed the appeal does not agree with the decision, the customer has a right to appeal to the Office of the Commissioner. This is referred to as the Level Two (2) Appeal.

Level One (1) Appeal Process:

1. When a customer applies for a Tuition Waiver and is denied, the One-Stop Counselor is required to explain the reason(s) for denial of the Tuition Waivers and submit a "Notice of Ineligibility" to the customer stating the reason for the denial and outlining the Tuition Waiver Program Appeal process. This form is included in Appendix C.
2. If the customer does not agree with the determination of program eligibility made by the One-Stop Counselor, the customer may appeal the decision by filing a written appeal within ten (10) business days of determination.
3. The customer should be sure to include all appropriate documentation including the "Notice of Ineligibility." Letters must be addressed to:

**The Office of the Director, Workforce Career Services
New Jersey Department of Labor and Workforce Development
One John Fitch Plaza, 5th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055**

4. If the customer is approved for a Tuition Waiver by a One-Stop Counselor but is denied registration by the college or university, the customer may appeal the school's denial in writing to the same address listed above.

Level Two (2) Appeal Process

If the customer does not agree with the determination made by the Director, Career Services, the customer has a right to appeal the determination. All documentation and a new letter further detailing the justification for eligibility must be submitted to.

**The Office of the Assistant Commissioner
New Jersey Department of Labor and Workforce Development
One John Fitch Plaza, 7th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055**



AOSOS DATA ENTRY REQUIREMENTS

All Tuition Waiver customers must be registered in AOSOS. This includes ensuring that information from the EDP is recorded in AOSOS, including work history information, skill assessments, and employment and education goals.

If an individual is determined to be eligible for and receives a Tuition Waiver, “Yes” must be selected in Programs/PA (located in Customer Detail) for both Wagener Peyser and Tuition Waiver with the program start date.

Additionally, One Stop Counselors must ensure that the following activities are recording documenting initial intake, assessment, and plan development activities:

- Tuition Waiver Eligibility Determination
- Individual Employment Plan
- Counseling – Individual & Career Planning

Counselors are also required to enter information about the tuition waiver in the “Tuition Waiver” tab within the Customer Detail module of AOSOS documenting the school and program of study to generate a Tuition Waiver record.

Finally, comments and secured counseling statements must be utilized to record case notes about the engagement with the customer – particularly as it relates to assessment activities and documentation of ongoing eligibility and/or ineligibility. Please reference the AOSOS Technical Guide and AOSOS Toolkit (linked in the guide) for more details about this data entry.

ADDITIONAL MATERIALS

In addition to this policy, a Tuition Waiver course is available on NJDOL’s Learning Management System (LMS) with access to a recorded training on Tuition Waivers that includes more details about the program and AOSOS entry, as well as fillable versions of the forms attached as Appendices. All NJDOL Workforce staff have access to the LMS. External users can fill out the LMS User Request form to obtain access: <https://forms.office.com/g/1Lg1vsX4f5>.

ATTACHMENTS

- **Appendix A: Employability Development Plan (EDP)**
- **Appendix B: Unemployed Person Job Training Form – Tuition Waiver**
- **Appendix C: Notice of Ineligibility and Appeal Instructions**



Appendix A: Employability Development Plan (EDP)



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
WORKFORCE FIELD SERVICES

Individual Employability Development Plan (EDP)

The purpose of this Individual Employability Development Plan (EDP) is to meet the goal of employment through specific action steps. Participants are required to follow the steps developed in the EDP. If there are any changes to be made, the participant must contact the One-Stop Counselor in a timely manner to ensure success in meeting your goal(s).

Electronic Fillable Form or Please Print

PARTICIPANT INFORMATION			
Last Name: <input type="text"/>	First Name: <input type="text"/>	MI: <input type="text"/>	Today's Date (mm/dd/yy): <input type="text"/>
Street Address: <input type="text"/>			
Email Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Telephone Phone Number: <input type="text"/>	Customer's AOSOS ID: <input type="text"/>		
COUNSELOR INFORMATION			
Name of Counselor: <input type="text"/>		Telephone Number: <input type="text"/>	
Email Address: <input type="text"/>		One-Stop Office: <input type="text"/>	
EMPLOYMENT STATUS			
Name of Last Employer: <input type="text"/>	Start Date (mm/dd/yy): <input type="text"/>	End Date (mm/dd/yy): <input type="text"/>	
Job Title: <input type="text"/>			
Highlight of Job Duties / Skills: <input type="text"/>			
Date Of Unemployment Insurance Claim (DOC): <input type="text"/>	What is The Title Of The Job You Are Seeking? <input type="text"/>		
Counselor: Is Customer In A Job Demand Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Counselor: If Job Is Not In a Demand Field, Explain How Determination Was Made, Attach Documentation To File: <input type="text"/>			
Counselor: Does Customer Have Two Year Attachment To Labor Market?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Counselor: If Customer Does Not Meet Two Year Attachment To Labor Market, Please Explain How Determination Was Made, Attach Documentation To File: <input type="text"/>			



EDUCATION STATUS

Highest Level of Education Completed: <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master Degree <input type="checkbox"/> PHD		
Currently Enrolled In Post-Secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of School: _____	
Name of Program: _____	Date Enrolled (mm/dd/yy): _____	Projected Graduation Date (mm/dd/yy): _____
Describe Any Other Training Program Participation And Outcome(s): _____		
Do You Hold Any Certifications Or Licenses? Please Describe: _____		
If You Are Planning To Attend Post-Secondary School, Where Would You Like To Go? _____		
Have You Completed A FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Is Your Career Employment Goal; Including Job Title? _____	
Is This Job Title Goal In Demand? <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Counselor Notes:</u> _____	
<u>Counselor:</u> If Job Title Is Not In Demand, Explain How Determination Was Made, Attach Documentation To File: _____		
<u>Counselor:</u> If Customer Is Eligible And Approved For Training, Describe How Customer Will Support Themselves: _____		

Check as Applicable / Describe as Needed

BARRIERS TO EMPLOYMENT

<input type="checkbox"/> Basic Skills Deficient	<input type="checkbox"/> Lack Work Experience	<input type="checkbox"/> Lack Resume
<input type="checkbox"/> Lack Education	<input type="checkbox"/> Lack Job Search Skills	<input type="checkbox"/> Lack Interviewing Skills
Please List Any Other Barriers To Attaining Your Employment Goal: _____		

STOP: TUITION WAIVER ELIGIBILITY DETERMINATION

Based On The One-Stop Counselors Assessment Of Your Eligibility For The Tuition Waiver Program, You Have Been Found:

<input type="checkbox"/> Eligible For a Tuition Waiver	<input type="checkbox"/> Ineligible For a Tuition Waiver
<p><u>Counselor:</u></p> <ol style="list-style-type: none"> 1. If the customer has been determined <u>eligible</u> for a Tuition Waiver, please proceed to the Action Plan to complete and sign the Individual Employability Plan (EDP) to issue a Tuition Waiver. 2. If the customer has been determined <u>ineligible</u> to participate in the Tuition Waiver Program, please proceed to the Tuition Waiver Appeal Instructions to complete and sign the "Notice of Ineligibility For The Tuition Waiver Program". 	



YOUR PLAN		
ACTION STEPS TO REACH YOUR GOALS		
Your Goal: <input type="text"/>	Start Date (mm/dd/yy): <input type="text"/>	End Date (mm/dd/yy): <input type="text"/>
COURSE / ACTIVITY	TIME FRAME (MM/DD/YY)	NAME OF PROVIDER
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Results/Comments: <input type="text"/>		

ONE-STOP EMPLOYMENT COUNSELOR RESPONSIBILITIES and CHECK LIST GUIDE		
<input type="checkbox"/> Provided Career Guidance	<input type="checkbox"/> Provided Counseling Assessment	<input type="checkbox"/> Customer Lacks Marketable Skills
<input type="checkbox"/> Approved Employment Goal is Labor Demand	<input type="checkbox"/> Customer has Two Year Attachment to Labor Market	<input type="checkbox"/> Customer Has No Current Earnings
<input type="checkbox"/> Completed NIES-8 (Tuition Waiver Form)	<input type="checkbox"/> Completed and Signed EDP	<input type="checkbox"/> Signed Participant's Rights and Responsibilities
<input type="checkbox"/> Appeal Instructions Explained	<input type="checkbox"/> ADOS Data Entry Completed	<input type="checkbox"/> Secured Counseling Tab ID: <input type="text"/>
<input type="checkbox"/> Entered Data under Program & Public Assistance	<input type="checkbox"/> Tuition Waiver Tab ID: <input type="text"/>	<input type="checkbox"/> ADOS Comment Data Entered



PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

1. **EDP** My One Stop counselor and I have developed an Employability Development Plan (EDP) which describes the course of study I will complete to make me employable. I am responsible for following the agreed upon steps. Any changes in this plan must be promptly reported to my counselor and to the Division of Unemployment Insurance for approval. I understand that failure to report changes to the plan, including withdrawing from full time training, or a class, changing courses, failing to attend classes or unsatisfactory performance, will be considered as misrepresentation which constitutes fraud under the law.
2. **ATTENDANCE AND PROGRESS** I will attend all classes, complete all class work in the agreed upon time frame, and maintain passing grades. If attending college, I understand that it is my responsibility to meet with my counselor prior to the start of each semester. I must present proof of satisfactory completion of the prior semester. Failure to complete my program within the agreed upon time frame may result in my termination from the program. The Tuition Waiver is a program that must be approved for each semester of classes.
3. **GRANTS AND FINANCIAL AID** I will apply for financial aid at the institution I am attending. I understand that all financial aid granted to me must be utilized before monies or waivers provided by the NJ Department of Labor and Workforce Development.
4. **WORK SEARCH WAIVER** I understand that while collecting regular unemployment benefits or extended unemployment benefits and attending school full time, I have a waiver on the work search requirement. Full time training is defined as 20 hours weekly of classroom attendance for non-credit training, 12 credit hours per semester for undergraduate programs and 9 credit hours per semester for graduate programs. If I stop attending full time training, this waiver no longer applies and I must resume my search for work immediately. Failure to resume my work search may result in being determined ineligible for regular unemployment benefits.
5. **ADDITIONAL BENEFITS FOR TRAINING (ABT)** My counselor will determine if I am eligible for ABT. If approved for ABT, I can only receive ABT after exhausting all other unemployment benefits while I am attending the approved full time training program specified in my EDP. ABT are paid for a maximum of 26 weeks and cannot be paid during any breaks from training lasting more than four weeks or if I am not a full time student. I must inform my One Stop counselor of any breaks in training or change in my status as a full time student. I will meet with my counselor each semester to present proof of full time attendance in school and proof of satisfactory completion of the prior training period.
6. **WORK SEARCH** I agree to actively pursue full time employment in the occupation for which I was trained. I will utilize the school placement services, the One Stop Career Center, Jobs4Jersey, OnRamp and all other available resources. I will accept employment at the prevailing wage for my occupation. Within 15 working days of obtaining employment, I will provide my counselor with my job placement information.
7. **PENALTIES & REFUNDS** I realize that the law provides penalties for making false statements to obtain benefits. These penalties may include loss of future benefits, fines, refunds, prosecution and imprisonment.
8. **RELEASE OF INFORMATION** I authorize the release of information relative to my academic standing, attendance and/or employment status to the New Jersey Department of Labor and Workforce Development.

REQUIRED SIGNATURES

Participant's Signature: _____

Date (mm/dd/yy): _____

Counselor's Signature: _____



Appendix B: Unemployed Person Job Training Form – Tuition Waiver



State of New Jersey
 DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 WORKFORCE FIELD SERVICES

UNEMPLOYED PERSON JOB TRAINING FORM (Tuition Waiver Program)

This is an Electronic Fillable Form or Please Print

PART I: WORKFORCE NJ CERTIFICATION / REFERRAL

College Name & Address: <input style="width: 90%;" type="text"/>	
One-Stop Career Center: <input style="width: 90%;" type="text"/>	
Name of Applicant: <input style="width: 45%;" type="text"/>	Applicant's Address: <input style="width: 55%;" type="text"/>
AOSOS ID#: <input style="width: 45%;" type="text"/>	Tuition Waiver Referral ID#: <input style="width: 55%;" type="text"/>

Based on an initial assessment and/or development of an employability plan, this agency is referring the above-named applicant to your institution. Please indicate the results of this referral on the back and return a copy of this form to the referring One-Stop Career Center.

- This is to certify that the above-named applicant has met the eligibility requirement for the Unemployed Persons Job Training Program as set forth by the Board of Higher Education (Chapters 469& 470, P.L. 1983) and the Workforce Development Partnership Act (Chapter 45, P.L. 1992 and N.J.A.C 12:23).
- Through the Unemployed Persons Job Training Program, the above-name applicant is being referred for enrollment in (For semester courses, use back of form.) for the Semester / Year:
- The above-named applicant also appears to be or is eligible for WIA Trade Act WDP Other

Counselor's Signature:	
Print Name of WNJ, ES, WIA Counselor: <input style="width: 90%;" type="text"/>	Today's Date (mm/dd/yy): <input style="width: 100px;" type="text"/>
Counselor's E-Mail: <input style="width: 90%;" type="text"/>	Counselor's Telephone: <input style="width: 100px;" type="text"/>
Signature of WFN, ES, WIA Supervisor: <input style="width: 95%;" type="text"/>	
Print Name of WFN, ES, WIA Supervisor: <input style="width: 90%;" type="text"/>	Supervisor's E-Mail: <input style="width: 100px;" type="text"/>

PART II: APPLICANT CERTIFICATION

I certify that the information provided on this form is true to the best of my knowledge and there is no intent to commit fraud. I realize that this referral for a course of study does not constitute a work search waiver for unemployment and that I must continue to be available and seeking full-time work while attending this course. Registration for courses can only take place with College approval.

Applicant's Signature: <input style="width: 95%;" type="text"/>	Today's Date (mm/dd/yy): <input style="width: 100px;" type="text"/>
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Course Listings:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

PART III: INSTITUTIONAL REFERRAL AND VERIFICATION STATUS

To the College:

This section of the form must be completed and a copy of this form must be sent to the designated One-Stop Career Center for the verification of unemployed status for the Unemployed Persons Job Training Program and to verify the results of this referral to your institution for the above-named applicant.

Results of Referral:

- Applicant has been enrolled in _____ Course Starts _____ Ends _____
- Applicant has not been enrolled because _____

Signature of College Official:

Date:

E-mail:

Telephone:

To the College:

The Workforce Development Partnership (WDP) Act (Chapter 45,P.L., 1992 and N.J.A.C. 12:23) provided that participants in the program may be eligible for tuition waivers at "public institution of higher education", meaning State Colleges and the New Jersey Institute of Technology and all other institutions indicated by N.J.S. 18A:62-1. Referrals to these do not however, constitute a promise of eligibility for a WDP grant.



Appendix C: Notice of Ineligibility and Appeal Instructions



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

WORKFORCE FIELD SERVICES

Tuition Waiver Appeal Instructions And Notice Of Ineligibility For Tuition Waiver Program Form

These Instructions Must Be Provided To All Customers At The Start Of Their Counseling Assessment.

If your Tuition Waiver application was denied by your One-Stop Career Center Counselor or by the school which you had hoped to attend under the Tuition Waiver Program, you may appeal that decision to the Department of Labor and Workforce Development.

If you are denied, the One-Stop Career Center or the school must give you a written notice of the denial. This notice must be dated and it must contain the name of the person who denied your application. The written denial from the One-Stop Career Center is called the Notice of Ineligibility for Tuition Waiver. The written denials from the schools vary by school.

To appeal the denial, you must send a written letter to:

Director, Workforce Field Services
New Jersey Department of Labor and Workforce Development
P.O. Box 055
Trenton, New Jersey 08620-0055

ATTN: Tuition Waiver Appeals

In your appeal letter, which must be dated, you should clearly state the reasons why the denial of your Tuition Waiver application was inappropriate *based upon the relevant statutory and regulatory criteria*. The relevant statute is NJSA §18A:64-13. The relevant regulations can be found at NJAC 12:23-8 and NJSA 19A:64A-23.1. Reasons that are not based on the statute or the regulations cannot and will not be considered.

1. Include a copy of the written notice of denial from the New Jersey Department of Labor and Workforce Development with your appeal letter.
2. Keep a copy of everything you send to the Department for your own records.
3. Please note that you must file your appeal within ten (10) business days of receiving the written notice of denial.



Notice Of Ineligibility For Tuition Waiver Program Form

Customer's Last Name: []	First Name: []	MI: []	Today's Date (mm/dd/yy): []
Address: []		Customer's Email Address: []	
Telephone Number: []		AOSOS ID: []	
Tuition Waiver Denied for Which School / Institution: []			
Name Of Certificate Or Degreed Training Program That The Tuition Waiver Is Denied For: []			
Name of Counselor Denying Tuition Waiver: []		Counselor's Email Address: []	
One-Stop Office Address: []		Telephone Number: []	
Mailing Date (mm/dd/yy) If Customer Does Not Receive Tuition Waiver Denial In-Person: []			

***You are ineligible for a Tuition Waiver in accordance with N.J.S.A. 43:21-4 (c) 4 and
N.J.S.A 18A:64-13a, as indicated below.***

Check all that apply.

- A. **TWO YEARS PRESENCE IN LABOR MARKET** Customer does not have a minimum of two years presence in the labor market since completing his or her secondary and/or post-secondary education.
- B. **CUSTOMER IS NOT UNEMPLOYED.** Customer must be unemployed, but our records show wages.
- C. **CUSTOMER HAS NOT RECEIVED EMPLOYMENT COUNSELING.** Customer must have received employment counseling at a One-Stop Career Center, but has not.
- D. **TRAINING SOUGHT MUST BE SPECIFIED IN EDP.** The job training course sought by the customer must be recommended by the One-Stop Counselor in the customer's Employability Development Plan. The course was either • not recommended by the counselor or • the course has already been completed by the customer.



- E. **CUSTOMER DOES NOT LACK IDENTIFIABLE JOB SKILLS.** Customer possesses identifiable job skills (in a labor demand occupation) that permits him or her to earn enough money to be financially self-sufficient (which means able to provide reasonable food/water/shelter/safety/transportation for him or herself).
- F. **TRAINING SOUGHT MUST BE LABOR DEMAND.** The training the customer is pursuing is in an occupation that is not classified as "labor demand."
- G. **CUSTOMER IS ELIGIBLE FOR COMPLETE FINANCIAL AID.** Customer is eligible for State or Federal financial aid which fully covers the individual's enrollment in the course.
- H. **CUSTOMER HAS PREVIOUSLY DEFAULTED ON STUDENT LOAN.** Customer is ineligible for financial aid solely because he or she defaulted on a prior financial aid loan.
- I. **COURSE HAS NO AVAILABLE SEATS.** The course that the customer is seeking to take has no available seats (in other words, all seats have been taken by tuition-paying students).
- J. **COURSE DOES NOT HAVE REQUIRED MINIMUM # OF STUDENTS.** The course the customer is seeking to take has not reached the school's required minimum number of tuition-paying students.
- K. **CUSTOMER ALREADY ENROLLED IN COURSE OR PAID FOR COURSE.** Customer has already enrolled in or paid the tuition for the course.
- L. **CUSTOMER DOES NOT POSSESS PREREQUISITE SKILLS.** Customer does not possess the appropriate prerequisite skills, as determined by the school, for the course he or she is seeking to take.
- M. **TO REMAIN ELIGIBLE FOR A TUITION WAIVER, THE CUSTOMER MUST OBTAIN PASSING GRADES.** You have not maintained a passing grade in the course or courses in which you are enrolled.
- N. **OTHER** _____

RIGHT OF APPEAL

If you disagree with this determination, you may file an appeal within ten (10) business days of this notice in writing to the Office of the Director, Workforce Field Services at PO BOX 055, Trenton, New Jersey 08625-0055, who will review all pertinent information.

One-Stop Career Center Counselor's Signature:

Print Counselor's Name:

Your Job Title:

