

Employee Tuition Waiver FAQ

Office of Human Resources

I. What is Employee Tuition Waiver?

Rowan University offers a tuition waiver for classes taken at Rowan University (not including medical schools) for employees of Rowan University (Glassboro, Camden or CMSRU campuses) employed on a full-time permanent basis prior to start of the semester in which the tuition waiver is being requested. The waiver also includes HPAE employees at the Stratford campus.

II. Am I eligible for the Employee Tuition Waiver?

Employee eligibility is determined by bargaining unit. Employee eligibility is subject to change according to negotiated agreements. All employees must be full-time permanent employees of Rowan University.

III. Is there a limit to the number of courses I can take?

Under this program, employees are eligible for a maximum number of credits of support per semester depending on their union affiliation/bargaining agreement.

- AFT/CWA/IFPTE/HPAE – 12 credit hours per semester, not to exceed 24 annually
- Managerial –not to exceed 9 credit hours annually

Annually refers to courses taken within the calendar year. Employees may attend the Fall (September – December), Spring (January – May), or Summer terms. Summer session classes that start on or before July 1 are counted toward the previous Spring semester credit total. All Summer Session courses taken after July 1 are counted toward the subsequent Fall semester credit total. Students may also attend Winter Intersession courses with the credits counting towards the previous Fall semester. Only credits obtained at and from Rowan University will be supported by the tuition waiver.

IV. Will I be taxed on my Tuition Waiver?

Tuition waiver/reimbursement is taxable (subject to current regulations). Please check with Payroll Services regarding tax questions.

V. Is the Tuition Waiver benefit different for Managerial staff?

Yes, while still eligible for the waiver, there are different requirements and amounts waived for managerial staff. Tuition waiver information for managers can be found [here](#). The managerial policy does not apply to any doctoral degree programs including M.D. or D.O. degrees/programs.

VI. Are RowanSOM employees eligible for this program?

RowanSOM HPAE employees are eligible for this program. At this time all other RowanSOM employees are not eligible for this Rowan University Tuition Waiver. A portion of RowanSOM employees are, however, eligible for RowanSOM's tuition reimbursement program. Employees should contact the Stratford HR office at 856-566-6168 regarding the tuition reimbursement program offered to RowanSOM employees.



Additional information regarding this program and eligibility and application criteria can be found [here](#).

VII. Do I need my supervisor’s approval to take classes?

All Employee Tuition Waiver applications must be approved and signed by the employee, the employee’s immediate supervisor, the Academic Dean and/or Department Head, and the Divisional Vice President/Provost (or designee). Waivers are granted for approved courses only.

Forms will not be processed without all required signatures. Forms that do not have all required signatures will be returned to the employee to be completed.

VIII. Do I need all of the signatures on the bottom of the form?

Yes. HR requires all four signatures to process the form – the employee’s, the immediate supervisor’s, the academic dean’s/department head’s, and the divisional VP’s/Provost’s/designee’s. The form will be returned to the employee submitting the form if all signatures are not obtained.

I have read the information attached and I agree to the terms.	
Employee Signature: _____	Date: _____
2. Immediate Supervisor’s Approval:	3. Academic Dean and/or Dept. Head Approval:
Print Name: _____	Print Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
4. Divisional Vice President/Provost (or designee’s) Approval:	
Print Name: _____	
Signature: _____	Date: _____

IX. What classes can I take?

The tuition waiver can be used for courses taken at Rowan University at any level: undergraduate, graduate, and doctoral. For managerial staff, the waiver does not cover doctoral courses.

X. I want to take classes at another university. Will I be reimbursed?

Rowan University’s Employee Tuition Waiver covers classes taken at Rowan University **only**. Please refer to your union negotiated agreement, or if managerial, the Managerial Tuition policy located [here](#).

XI. Can I take courses at Rowan College of Gloucester County or Rowan College at Burlington County?

No, courses taken at/through our community college partners are not included in the Tuition Waiver program. Only courses taken at and from Rowan University are supported by the Employee Tuition Waiver Program.

XII. What happens if I do not pass a class?

Employees must successfully complete a course in order for the waiver to be valid. Successfully completing a course is defined as passing the course with a grade of a C or higher. If the employee does not successfully complete the course, the employee will be responsible for the full costs of that course. If an employee withdraws from a course while in the Tuition Waiver Program, the employee must reimburse the University for that course before a further waiver will be issued.

XIII. What happens if I take a leave of absence or require a hardship/medical withdrawal?

All leaves and withdrawals are handled according to the standard university policies for students.

XIV. Where do I find the Tuition Waiver application?

The Tuition Waiver application can be found at the Human Resources office in Bunce Hall. The application is a triplicate form that cannot be printed from the website. Upon completion, the forms should be returned to Human Resources for processing.

XV. Can I complete and submit all of my Tuition Waiver applications for the year on January 1?

No, tuition waivers will only be granted for the current semester, so applications should be submitted individually prior to the start of each semester. A separate tuition waiver form should be completed for each semester. Submittal deadlines for each semester are posted on the Tuition Scholarship and Waiver Information [page](#). Forms should be turned into HR directly.

XVI. What happens if I leave my employment with the University while enrolled in a course?

Eligibility requires that the employee still be employed through the Drop/Add period to receive the tuition waiver for the semester.

XVII. I am applying for a degree granting program. Does the Tuition Waiver cover the application fee?

The Employee Tuition Waiver does not cover any fees associated with admission or entrance into the University.

XVIII. How does the waiver get applied to my account?

Completed forms should be submitted directly to HR. HR will process the forms and forward them to the Bursar. The Bursar will add the tuition waiver to the employee's account.

XIX. Can I audit a class?

Tuition Waivers cannot be used to audit a class.