

Underline indicates additions
Brackets indicate deletions

UNEMPLOYED PERSONS JOB TRAINING PROGRAM

POLICY:

In accordance with N.J.S.A. 18A:64-13.2, [and 18A:64-23.1,] residents of New Jersey who are currently unemployed shall qualify for a waiver of tuition for job training courses. This represents any course of instruction which will provide the individual with an identifiable job skill and will assist him/her in gaining reemployment, if he/she meets the following criteria:

- * Must have been a member of the labor market for at least two years and [;] must be either currently unemployed or [must] be in receipt of a lay-off notice as a result of a factory or plan closing.
- Must have applied, and be ineligible for, for any available State or federal student financial aid. [and be ineligible for sufficient financial aid to cover the cost of tuition.]

If eligible, a person may enroll in a college approved job training course only if available classroom space permits. [On a space available basis.] Space availability shall be determined at the close of the last in-person registration prior to the beginning of classes. Eligibility persons shall be subject to all other college requirements with respect to admission and enrollment and must maintain a passing grade [good academic standing and satisfactory progress in order] to remain eligible [for tuition waiver] for continued participation in the job training course program.

PROCEDURE:

A person applying under this program must present all of the following documents in order to be considered for a waiver of his/her tuition.

- * A signed statement verifying present unemployment status.
- * A completed Division of Employment Services statement verifying the applicant's unemployed status. A renewal statement is required at the time of registration during each semester.
- * A copy of a completed New Jersey Financial Aid Form (FAF).
- * A completed college application for admission and any transcripts verifying prior education.

Upon receipt of the required documents, the University shall review and determine eligibility for the tuition waiver program. If deemed eligible for the program and space is available in the eligible courses, the person will be notified in writing. [All financial aid received by eligible persons, excluding loans, must be used to cover any unpaid tuition].

Should an eligible person obtain employment during an academic semester, he/she will be permitted to complete the semester. Such persons would become ineligible in succeeding semesters.

Approved Job Training Courses:

ACCT	115	-	Principles of Accounting I
ACCT	116	-	Principles of Accounting II
CIS	103	-	Computer Science with Business Problems
CIS	113	-	Introduction to Computer Science I
CIS	114	-	Introduction to Computer Science II
ENG	096	-	English as a Second Language I
ENG	097	-	English as a Second Language II
ENG	342	-	Technical Writing
MATH	103	-	College Algebra
MATH	104	-	Analytic Geometry and Trigonometry
MIS	246	-	Microcomputer Applications for Managers
MIS	345	-	Management of Information Systems

For additional information about training programs administered by the state of New Jersey contact:

Department of Labor
Division of Employment Services
Labor Building
Trenton, New Jersey 08625-0058