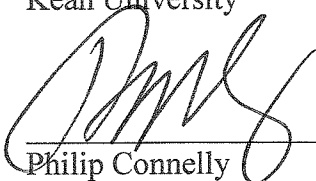


LETTER OF AGREEMENT # 138

The Kean Federation of Teachers (KFT) and the University Administration have reached an agreement regarding Section C, Item 4 of the Eligibility Requirements for Employees as provided in the Tuition Waiver Policy for Dependent Children of Employees. (Attachment A). As a result, the following shall apply, effective July 1, 2013.

Kean University



Philip Connelly  
Executive Vice President of Operations

3/18/14

Date

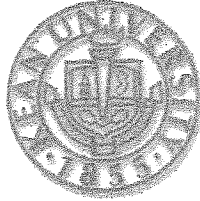
Kean Federation of Teachers



Patrick McManimon  
KFT Negotiation Chair

3/18/14

Date



## PROPOSAL REGARDING TUITION WAIVERS FOR DEPENDENT CHILDREN OF EMPLOYEES

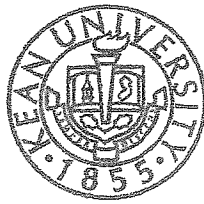
This is in reference to Section C, Item 4 of the Eligibility Requirements for Employees that are stated in the Tuition Waiver Policy for Dependent Children of Employees. A copy of the policy that is presently in effect has been attached.

Currently, in the event that an employee dies while in active full-time employment status, dependent children of that employee already enrolled would be allowed to continue participating in the Tuition Waiver Program to complete their first undergraduate degree. However, this benefit would not be extended to any of the employee's other dependents who are not yet enrolled. Therefore, the following is being proposed:

*If an employee dies while in active full-time employment status, then any dependents not already enrolled, ages 14 – 18, who wish to attend Kean University would also be allowed to participate in the Tuition Waiver Program immediately upon completion of high school to complete their first undergraduate degree. However, the dependent child must adhere to all other requirements of the Tuition Waiver Program.*

If this proposal is adopted, then Section C, Item 4 of the Eligibility Requirements for Employees would read as follows:

*If an employee dies while in active full-time employment status at Kean University and if the child was admitted or enrolled at the time of the parent's death, the child will be eligible to complete the first undergraduate degree within a five (5) year period. Additionally, any dependents not already enrolled, (ages 14 – 18) who wish to attend Kean University will also be allowed to participate in the Tuition Waiver Program immediately upon completion of high school to complete their first undergraduate degree within a five (5) year period. All policies and restrictions otherwise applicable to this tuition waiver will apply.*



## TUITION WAIVER POLICY FOR DEPENDENT CHILDREN OF EMPLOYEES

### A. Program Description

The tuition waiver program provides free tuition to all eligible dependent children of employees during their full-time enrollment at Kean University. Tuition waivers are available for dependent children completing their first undergraduate degree. In no case will tuition waivers be granted beyond ten (10) semesters or the number of credits required for completion of the specific degree program. Tuition waivers are only available for fall and spring semesters.

### B. Definition

The term "child" shall include biological, legally adopted children, stepchildren and legal wards of full-time Kean University employees. A "dependent child" is a child who is a financial dependent of his / her parents, as defined by the Federal Financial Aid Program.

### C. Eligibility Requirements

#### Employees

1. Full-time permanent employees in all job categories at Kean University who have worked full-time for a minimum of one (1) year prior to the start of the first day of the semester shall be eligible for the tuition waiver for dependent children.
2. Dependent children of employees who have not completed the provisional test period are ineligible.
3. To maintain eligibility, the employee must maintain active full-time employment status. If an employee fails to maintain active full-time employment with Kean University, the tuition waiver will cease at the end of the academic semester in which the status changed.
4. If an employee dies while in active full-time employment status at Kean University and if the child was admitted or enrolled at the time of the parent's death, the child will be eligible to complete the first undergraduate degree within a five (5) year period. All policies and restrictions otherwise applicable to this tuition waiver will apply.

#### Children

1. Children must meet the university's academic criteria for admission to Kean University and maintain full-time, matriculated student status. Tuition waivers are available for the completion of their first undergraduate degree. This program does not cover graduate or post baccalaureate programs.
2. Tuition waivers are granted for fall and spring semesters only. All fees are the responsibility of the student.

# Application Procedures

2. Completed Tuition Waiver for Dependent Children Applications must be submitted to the Office of Human Resources prior to the start of each semester, according to the established deadlines.
3. The following documentation must be submitted to the Office of Human Resources to be eligible for a Tuition Waiver:
  - Letter of acceptance from Kean University's Office of Admissions.
  - Letter showing eligibility or ineligibility for financial aid must be submitted annually. (Institutional Student Information Record or FAFSA Student Aid Report summary).
  - A copy of a certified birth certificate verifying that child is twenty-three (23) years of age or younger.
  - The employee must submit a copy of his/her most recent federal income tax form.
  - Documentation verifying child connection with employee:
    - a) Biological Child: A certified copy of the child's birth certificate indicating that the employee is the mother or father of the child. Birth certificates written in a foreign language must be accompanied by a certified translation in English.
    - b) Adopted Child: A certified copy of the child's court modified birth certificate verifying that the employee is the child's adoptive parent.
    - c) Stepchild: A marriage certificate documenting the employee's marriage to the child's parent, and a copy of the child's birth certificate, verifying that the employee's spouse is that child's parent.
    - d) Legal Ward: A certified copy of a court order verifying that the employee is the child's appointed legal guardian.
4. Children must maintain full-time matriculated status and must remain in good academic standing in accordance with University regulations (i.e. at least a 2.0 cumulative grade point average).
5. All courses must be satisfactorily completed with a grade of "C" or better
6. Completion of the Tuition Waiver for Dependent Children Application Form is required for each semester.
7. The following documents must be submitted at the completion of each semester:
  - a) Official evidence of completion of the course of study for which the employee was originally approved.
  - b) A documented grade of "C" or better.
  - c) Grades must be submitted by the following deadlines: January 15<sup>th</sup> for the fall semester, and June 15<sup>th</sup> for the spring semester.
7. Applicants will be notified by the Office of Human Resources as to whether or not the University will grant a tuition waiver within (15) working days of the receipt of the application.

*Dependent students who do not satisfactorily complete courses for which a tuition waiver has been granted shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be granted. See the Dependent Tuition Waiver Policy for more information.*

I have read and understand the conditions of the Tuition Waiver Program for Dependent Children, and I have been provided access to a copy of the Tuition Waiver Policy for Dependent Children. I agree to follow the policies and procedures outlined therein. In addition, I hereby allow the Office of Human Resources to access my transcripts for review during the approval process.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

DEPENDENT'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

3. Submission of completed FAFSA (Free Application for Federal Student Aid) is required. The tuition waiver will be reduced by the amount of the financial aid granted.
4. The child must maintain dependent status. A child will be ineligible if he or she meets the Independence Criteria as defined by the Federal Student Aid Program:
  - ✓ Students who are receiving or are eligible to receive scholarship and/or tuition assistance through other Federal, State or private agency resources.
  - ✓ The child is twenty-four (24) years of age or older.
  - ✓ The child is a graduate or professional student.
  - ✓ The child is married.
  - ✓ The child is an orphan or a ward of the court (or has been a ward of the court until reaching the age of 18).
  - ✓ The child is a veteran of the U.S. Armed Forces.
  - ✓ The child has certain dependents other than a spouse.

#### D. Application Procedures

1. An employee must submit a completed Tuition Waiver for Dependent Children Application to the Office of Human Resources prior to the start of each semester, according to the established deadlines.
  2. The employee must provide the following documentation to the Office of Human Resources to be eligible for a Tuition Waiver.
    - Letter of acceptance from Kean University's Office of Admissions.
    - Letter showing eligibility or ineligibility for financial aid must be submitted annually. (Institutional Student Information Record or FAFSA Student Aid Report summary).
    - A copy of a certified birth certificate verifying that the child is twenty-three (23) years of age or younger.
    - The employee must submit a copy of his/her most recent federal income tax form.
- 
- Documentation verifying child connection with employee.
    - a) Biological Child: A certified copy of the child's birth certificate indicating that the employee is the mother or father of the child. Birth certificates written in a foreign language must be accompanied by a certified translation in English.
    - b) Adopted Child: A certified copy of the child's court modified birth certificate verifying that the employee is the child's adoptive parent.
    - c) Stepchild: A marriage certificate documenting employee's marriage to the child's parent and a copy of the child's birth certificate, verifying that the employee's spouse is that child's parent.
    - d) Legal Ward: A certified copy of a court order verifying that the employee is the child's appointed legal guardian.

3. Children must maintain full-time matriculated status and must remain in good academic standing according to University regulations (i.e. at least a 2.0 cumulative grade point average).
4. All courses must be satisfactorily completed with a grade of "C" or better.
5. Completion of the Tuition Waiver for Dependent Children Application Form is required for each semester.
6. The following documents must be submitted at the completion of each semester:
  - a. Official evidence of completion of the course of study for which the dependent was originally approved.
  - b. A documented grade of "C" or better.
  - c. Grades must be submitted by the following deadlines: January 15<sup>th</sup> for the fall semester, June 15<sup>th</sup> for the spring semester.

**Dependent students who do not satisfactorily complete a course with a grade of "C" or better shall be required to reimburse the University for the tuition cost.**

**In the event that a student withdraws from the course, he or she will be required to reimburse the University for the tuition cost, based on the University's refund policy.**

**However, the student must maintain full-time matriculated status. Failure to do so will result in the tuition waiver being cancelled, and the student will be required to reimburse for the entire tuition cost.**

**Until such reimbursement has been made, no further tuition waivers will be granted and a Human Resources hold will be placed on the student's registration privileges.**



## TUITION WAIVER FOR DEPENDENT CHILDREN OF EMPLOYEES

### Application and Approval Procedures

Semester \_\_\_\_\_ 20 \_\_\_\_\_

Semester Hours (Credits) \_\_\_\_\_

Credits completed to date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Telephone #: \_\_\_\_\_

Name of Dependent Child: \_\_\_\_\_

Dependent Child's Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

#### **For the Office of Human Resources use only:**

- Approved
- Disapproved

\_\_\_\_\_  
Human Resource Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applications must be received by Human Resources by the following deadlines:

- Fall semester                      August 12<sup>th</sup>
- Spring semester                     December 12<sup>th</sup>

COMPLETED APPLICATIONS SHOULD BE RETURNED TO THE OFFICE OF HUMAN RESOURCES,  
2<sup>ND</sup> FLOOR, ADMINISTRATION BUILDING.

**SEE REVERSE SIDE FOR DETAILED APPLICATION INFORMATION**