

Last Name _____ **First Name, Middle Initial** _____ **9 Digit RUID** _____

Preferred Telephone Number _____ **Rutgers Email Address** _____

Select School of Enrollment _____ **Select Term** _____ **Year** _____

Student Initials	I certify that I...
	I am a qualified unemployed worker under the provisions of N.J.S.A. 18A:64-13.1 et seq and N.J.A.C. 12:23-8.1 et seq, and am eligible for tuition waiver.
	Have applied and been accepted to Rutgers University for admissions as degree seeking or non-matriculated.
	Understand that I must present a Department of Labor and Workforce Development Employability Development Plan (EDP) for use at Rutgers University, and that the plan must outline an eligible program offered by Rutgers.
	<i>Due to Covid-19 the following NJDOL requirements may be flexible.</i> Understand that I must submit a completed New Jersey Department of Labor Unemployed Person Job Training Form with <ul style="list-style-type: none"> Two authorized original signatures by personnel of the New Jersey Department of Labor The form must BE DATED NO MORE THAN 30 DAYS OF THE START OF CLASSES, and must specify Rutgers University as the referral institution No photocopies will be accepted
	Have completed the current Free Application for Federal Student Aid (FAFSA) .
	I am not in default of a financial aid loan. I understand that if I am found ineligible for financial aid due to default, I will not be eligible for participation in the Unemployed Tuition Waiver (UTW) program.
	I do not have an outstanding balance with Rutgers University. If I do have a balance, I understand that I am not eligible for the UTW.
	Understand that I am not eligible for the UTW if I am not in good academic standing as set forth by my college or school or not making satisfactory academic progress as determined by Office of Financial Aid.
	Understand that the UTW only covers tuition and general student fees that are not covered by federal, state, or institutional aid (excluding loans).
	Understand that the non-mandatory user fees (room and board, parking, etc.), course-specific/program-specific charges (lab fees, course fees, textbooks, online course support fees, etc.), and health insurance charges are not covered by the waiver.
	Understand that once I have completed my registration and submitted the final forms, I may not add or change courses.
	Understand that I must submit the term bill and all required documents by the end of the add/drop period for the school in which I am registering.
	Understand I may be denied use of the waiver if I am enrolled in a degree-granting program, which has a waiting list of qualified students at the start of the semester or term.
	Understand that I may not use the UTW for courses, which are part of customized training programs or where the instructor is compensated on a per-student basis.
	Understand if I am currently registered in courses prior to identifying as UTW, I will be deregistered from courses.
	Understand that special permission numbers cannot be used for closed courses with the UTW.
	Understand during the fall/spring and Rutgers Business School (RBS)-Graduate 3rd term summer, I may only register directly with the Registrar's Office, 3rd day of the start of classes for my program.
	Understand that my registration is restricted to those courses that have been approved by the New Jersey Department of Labor and Workforce Development and that are listed on my completed New Jersey Department of Labor Unemployed Person Job Training Form.

I have read, and agree to abide by, the Unemployment Tuition Waiver policy and process at Rutgers University-Newark. My signature also confirms that all of the information that I am providing on this form and in all supporting documentation is true, authentic, accurate, complete, and unaltered.

Applicant Name (Print Name) _____

Applicant Signature _____

Date _____