

One-Stop and RU-Newark Unemployed Tuition Waiver Process

UNEMPLOYED TUITION WAIVER (UTW) QUALIFYING CHECKLIST		
To Be Completed By		MUST NOT DEVIATE FROM STEPS FOR PART 1 TO ENSURE TIMELY CERTIFICATION
New Student	Continuing Student	Step-by-Step Process
Part 1 - PREP WORK		
X		1. Apply to Rutgers University through the Office of Admissions as a degree seeking or a non-matriculating student.
X	X	2. Complete current Free Application for Federal Student Aid (FAFSA) .
X		3. New students must attend orientations as required.
X	X	4. All students must contact their School's Advising Office to schedule an appointment each semester of eligibility.
X	X	5. All students must acquire an advisement sheet with an extensive list* of courses that qualifies for degree completion program(s). Note: Students can only register for open courses. * By the 3 rd day of classes many courses are closed and UTW students must seek alternate course offerings.
X	X	6. Visit the New Jersey Department of Labor (NJDOLE) to obtain an Employability Development Plan (EDP). For continuing UTW students, please contact your Department of Labor Counselor.
X	X	7. Obtain an Unemployed Person Job Training Form (Tuition Waiver Program) that must be dated no more than 30 calendar days before the first day of the semester/session with two authorized original signatures by personnel of the New Jersey Department of Labor . (No photocopies accepted)
X	X	8. After meeting with your Academic Advisor and Department of Labor Counselor, you must upload the 4 forms below. Submit your paperwork to the Registrar Portal (log in with your NetID and password) by the deadline date according to the calendar on the Registrar UTW Website (scroll down on the website for the dates). 1. Acknowledgment form 2. Advisement Sheet with a list of approved courses signed off by your Academic Advisor . An extensive list of courses allows for more flexibility in creating your schedule. 3. Employability Development Plan (EDP) (Retrieve from Department of Labor) 4. Unemployed Person Job Training form (Retrieve from Department of Labor)
Registrar Portal: https://rutgers.ca1.qualtrics.com/jfe/form/SV_cvUbuTX2XnfksB Acknowledgment Form: https://www.newark.rutgers.edu/sites/default/files/2022-08/acknowledgment_form.pdf Academic Advisor: https://myrun.newark.rutgers.edu/academic-advisement		
Part 2 - REGISTRATION AND PAYMENT – see Page 2		

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UNEMPLOYED TUITION WAIVER (UTW) QUALIFYING CHECKLIST – PAGE 2		
To Be Completed By		MUST NOT DEVIATE FROM STEPS FOR PART 2 TO ENSURE REGISTRATION AND PAYMENT IS PROCESSED IN A TIMELY MANNER
Part 2 - REGISTRATION AND PAYMENT		
New Student	Continuing Student	Step-by-Step Process
X	X	1. Beginning on the 3rd day of classes, the applicants must have all paperwork submitted by the deadline date according to the Registrar UTW Website (scroll down on the website for the dates). The forms must be uploaded to the Registrar Portal. The forms are indicated on Part 1 Step 8 (see 1st page of this document). The Registrar's Office will register students in the order in which the forms are received and will call the individual at the <i>preferred phone number</i> provided in the Acknowledgment form to register for courses.
X	X	2. After registration is finalized, the Registrar's Office will forward the required paperwork (Acknowledgment form, Advisement Sheet, Unemployed Tuition Waiver (UTW) Approval Form that includes the student's schedule with approved Registrar Staff signatures and Unemployed Person Job Training form) to the Office of Financial Aid to review and obtain an electronic signature.
X	X	3. After the Office of Financial Aid has reviewed and signed the Unemployed Tuition Waiver (UTW) Approval Form, the finalized paperwork will be forwarded to the Office of Student Accounting. The student will be instructed to log in to their online term bill and pay for required course fees and/or health insurance charges (if applicable) at https://finservices.rutgers.edu/otb/.
X	X	4. By the end of the add/drop period, the student must confirm with the Office of Student Accounting that their payment (if applicable) has been finalized. This will lock in their enrollment for the semester and the student may not add or change courses. The Office of Student Accounting will confirm payment (via the student's Rutgers email address), sign the UTW Approval form and confirm paperwork has been received to the student. Please adhere to the semester/session schedule for the last day to add/drop a course on the Registrar's website at: https://registrar.newark.rutgers.edu/nj-workforce-tuition-waiver-eligibility (scroll down for the deadline dates).
For questions to the Office of the Registrar, Office of Financial Aid, or Office of Student Accounting, please use our Contact Form at: https://rutgers.my.site.com/OneStopPortal/s/Newark. Note: The Unemployed Tuition Waiver Acknowledgment form can be found here: https://www.newark.rutgers.edu/sites/default/files/2022-08/acknowledgment_form.pdf The portal to upload forms from Part 1 at Step 8 (see 1st page) can be found here: https://rutgers.ca1.qualtrics.com/jfe/form/SV_cvUbukTX2XnfsB		

Note: Students will be contacted via email throughout the entire registration and payment (if applicable) process.