

## **Tuition Remission Application Instructions for Legacy AAUP-BHSNJ Faculty and NJEA Program Directors**

Please read instructions below regarding the process for submitting the Tuition Remission Application for Legacy AAUP-BHSNJ Faculty and NJEA Program Directors. This application does NOT apply to any other AAUP-AFT faculty. Questions about tuition remission may be directed to RBHS Faculty Affairs at [RBHSfacultyaffairs@rbhs.rutgers.edu](mailto:RBHSfacultyaffairs@rbhs.rutgers.edu) or 973-972- 7535.

### **Section A: Employee Information**

- a. Complete all fields in section A with the faculty member's information.
- b. Faculty can find their Employee ID number by going to [my.rutgers.edu](http://my.rutgers.edu) and viewing the "My Dashboard" tab. Their Employee ID will be listed under their NetID. They can also find their Employee ID listed on their Rutgers paystub.
- c. If the faculty member has been issued a Student ID number (RUID), they can search for it here <https://it.rutgers.edu/knowledgebase/finding-your-rutgers-id-number/>

### **Section B: Eligibility**

Review the eligibility which is set forth in the [collective negotiations agreement between Rutgers and the AAUP-AFT for the term July 1, 2022 through June 30, 2026 at Article IX, Fringe Benefits](#) and the [collective negotiations agreement between Rutgers and NJEA for the term July 1, 2022 through June 30, 2026, Article X, Tuition Remission/Reimbursement](#). If this is your first time submitting for Tuition Remission, it is recommended you discuss with your Chair or Dean prior to completing the form. Please see eligibility below:

The following conditions govern eligibility for tuition remission for faculty represented by the collective negotiations agreement between Rutgers and the AAUP-AFT and NJEA:

1. The faculty member is required to either obtain a more advanced degree or undergo professional development/continuing education in order to retain or advance in their RBHS position.
2. The course(s) for which the faculty member seeks tuition remission satisfies the more advanced degree or professional development/continuing education the faculty member is required to obtain/undergo in order to retain or advance in their RBHS position and is available through an existing Rutgers University Program.
3. The Chair and Dean have certified the eligibility requirements, and the Chancellor has approved.

### **Section C: Employee Certification**

- a. Enter the faculty member's name, select the box for the appropriate semester, and enter the year for which the faculty member requesting tuition remission.
- b. Enter the information for the course(s) for which the faculty member is requesting tuition remission.
- c. The faculty member must read, sign and date the employee certification.

### **Sections D-F: Approvals & Authorization**

#### **Section D: Department Chair Authorization**

The *department chair's signature* must be obtained (after employee certification) to confirm that the faculty member meets the eligibility requirements and that the proposed course(s)/professional development satisfies the more advanced degree or professional development/continuing education the faculty member is required to obtain/undergo.

#### **Section E: Dean Authorization**

The *Dean's signature* must be obtained (after the department chair's signature) to confirm that the faculty member meets the eligibility requirements and that the proposed course(s)/professional development satisfies the more advanced degree or professional development/continuing education the faculty member is required to obtain/undergo.

If the faculty member is not eligible, this shall be communicated in writing to the faculty member by the Chair or the Dean.

#### **Section F: Chancellor Authorization**

Once the signatures of the Chair and Dean are obtained, the application should be emailed to RBHS Office of Faculty Affairs at [rbhsfacultyaffairs@rbhs.rutgers.edu](mailto:rbhsfacultyaffairs@rbhs.rutgers.edu). The RBHS Office of Faculty Affairs will attain the Chancellor's, or the Chancellor's designee's, authorization.

### **Application Submission**

Upon approval by the Chancellor, RBHS Faculty Affairs will send the fully executed form to Rutgers Student Accounting, Billing, and Cashier Services at [tuition\\_remission\\_application@sa.rutgers.edu](mailto:tuition_remission_application@sa.rutgers.edu) with a copy to the faculty member.

If the Chancellor does not approve the application, this shall be communicated in writing to the faculty member by the Chair or Dean.

Note: The remission benefit will be applied to the tuition balance promptly following the add/drop period of the semester. In advance of this period, you may disregard any notices regarding payment of tuition.