

UNEMPLOYED PERSON JOB TRAINING TUITION WAIVER PROGRAM



Student Name: _____ ID #: _____

Address: _____ Semester: _____

- **Prior to registering for courses at Union County College, students must:**
- **Provide a valid New Jersey Department of Labor Unemployed Person Job Training Form**
- Declare a major by completing the matriculation form from the Admissions Office, and
- Complete a Free Application for Federal Student Aid (FAFSA). All students requesting to use an Unemployed Person tuition waiver at the College are required, by law, to file an application for Financial Aid. It is essential that the form be submitted several weeks prior to actual registration.

Students must:

- APPLY for financial aid by completing the FAFSA
 - Provide all information necessary to determine possible financial aid eligibility
 - Complete their financial aid file, including any requested documents related to verification, SAP appeal, citizenship, selective service, etc.
 - Note: Students who are in default on a Federal Student Loan are not eligible to participate in the waiver program.
 - Obtain verification that the student's file has been submitted by having a representative of the Financial Aid Office complete the lower portion of this form. Students are responsible for obtaining Financial Aid Verification for each semester that they desire to utilize an Unemployment Tuition Waiver.
- Students participating in the Unemployment Tuition Waiver program will register **on a space available basis on the first day of the semester**. Students who register for courses prior to the designated date, **MAY NOT APPLY** the Unemployment Tuition Waiver towards the cost of such courses.
 - Students participating in the Unemployment Tuition Waiver program who do not live in Union County must first apply to the county college within their county of residence. Before registering at Union County College, students must provide a Certificate of Inability to Admit (or similar documentation) from their county college that the student cannot be admitted to their county college.
 - Students must bring their New Jersey Department of Labor Unemployed Person Job Training Form, verification that they have submitted their Financial Aid File, and Certificate of Inability to Admit (if applicable) to the Office of Student Accounts on the day they register.
 - Students will be required to pay the following fees at the time of registration:
 - Registration Fee - \$20
 - Course fee(s) (Refer to Tuition and Fee Sheet)
 - After the application of all Financial Aid, the remaining balance of Tuition only will be waived. All other fees are the responsibility of the student as are textbooks and course related supplies.

Student Acceptance:

Student Signature _____ DATE _____

Financial Aid Verification:

Student has completed the Financial Aid requirements as indicated above.

Name of F/A representative: _____ Date: _____

Signature of F/A representative: _____ Campus/Extension: _____