
Office of Enrollment Services

Workforce NJ-Job Training Program Students

Policy: Under the direction of the Dean's Office, the staff will assure that the Workforce NJ- Unemployed Person Job Training is systematically evaluated and administered. Only those programs/courses in which enrollment space is determined by SHRP to be available and in which tuition paying students constitute the minimum number required for the program/course shall be open to eligible Workforce NJ applicants.

- Any student seeking assistance for a significant number of credits towards a baccalaureate degree (defined as more than 30 credits toward a degree), must have an Tuition Waiver Employability Development Plan (EDP) approved by the Deputy Assistant Commissioner of the Division of One-Stop Programs and Services. For any student interested in registering for post-baccalaureate courses, the EDP also must be approved by the Deputy Assistant Commissioner. Applications that meet these criteria shall be faxed to (609) 633-2556 to the attention of the Deputy Assistant Commissioner. Fax should include counselor's name, OSCC location, return fax number and the EDP.
- If a tuition waiver is denied, the student may file an appeal through the OSCC Counselor who made the referral. If the appeal is not resolved, the following LWD officials will review all pertinent information in the following order: Workforce New Jersey Manager/One-Stop Operator; Regional Bureau Chief, Division of one-Stop Programs and Services; Deputy Assistant Commissioner, Division of One-Stop Programs and Services. Any requests of these officials needs to be made within ten (10) calendar days of the date the denial was issued.
- The Deputy Assistant Commissioner's decision is final.

Procedure: The procedure is divided into three categories of students based on differences in admission and/or registration: full-time matriculated students, part-time matriculated students and non-matriculated students.

Full-time Matriculated Students

- Student will apply in the same manner as all other students and will be offered or denied the offer of admission with other students.
- With the offer letter to all students, an item on the Applicant Action Sheet states that they must identify themselves as a student applying for a tuition waiver under the workforce development training program. Students must let Enrollment Services know that they are pursuing workforce no later than the deposit due date. The student will not be required to submit a deposit and can not register before SHRP determines

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if the program or course is at full enrollment.

- Students who do not inform Enrollment Services by the deposit due date that they will be a workforce student, must pay full tuition. This status may not change after enrollment in the program.
- Students must submit an approved Workforce Development form prior to the first day of classes to Enrollment Services and a letter to Enrollment Services at the time of the deposit due date.
- Workforce tuition waiver students must show proof of a completed financial aid application prior to registration.
- Students will be informed the first day of class whether they can register for the program. Time of notification may vary due to different program start dates. Students can not defer their admission to another semester.
- All workforce students must re-apply to the Workforce Development Office each semester to receive a tuition waiver. Each academic year they must reapply for financial aid and must have submitted a complete financial aid application prior to the start of the semester.

Part-time Matriculated Students

- Same as above for full-time students except:
- Students will submit a registration form for requested courses at least ten days before the start of class, but will not be able to register. Registration through the web for student system is allowed once students receive a registration pin from the registrar and are cleared to enter the course as a workforce development student.
- Students will be informed if they may take the class by the second course meeting day after registration closes for paid students.
- If the number of Workforce NJ program students requesting an individual course exceeds the course's available enrollment, registration will be conducted on a "first come, first served" basis, by date of the applicant's request and a completed financial aid application.
- Matriculated students who become unemployed after being enrolled in a SHRP program will not be eligible for the workforce development training at SHRP.

Non Matriculated Students

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Students must submit all completed forms and requested courses at least 10 days before the start of class. Non-matriculated students are not eligible for financial aid, and are therefore not required to complete financial aid applications.

Students will be informed if they can register by the second course meeting day after registration closes for paid students.

Priority will be given to matriculated students, paying non-matriculated students and followed by Workforce development matriculated and nonmatriculated students based on date of request and completed information.

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