



Office of Enrollment Services

Instructions for Workforce NJ- Job Training Students

Matriculated Students

Admission—Students must apply for admission and be accepted into a Program at SHRP. The offer of admission packet will specify a deposit due date, which will require students pursuing workforce training to submit a letter informing Enrollment Services in lieu of the tuition deposit. The letter should state that the student is pursuing workforce and will obtain a waiver form from the state agency administering Workforce Development before the start of registration. (No extensions will be granted for the tuition deposit date.) Students who send a tuition deposit or who do not submit a letter by the deposit date, must pay full tuition.

Registration--The student must show proof of a completed financial aid application prior to registration. The Financial Aid Office determines if the application is complete. Therefore, students should work closely with Financial Aid Office to ensure all documentation is submitted to complete the application. Registration for students in programs with fixed course sequence include: Physical Therapy, Physician Assistant, Imaging Sciences, Clinical Laboratory Sciences, Dietetic Internship, Respiratory Therapy and Dental Hygiene. The student can not register for the program until SHRP determines if the program is at full enrollment, which will generally occur on the first day of class.

Registration for students who select their classes must submit their registration form selecting classes at least ten days before the start of class. Students who do not submit their registration form in that time frame will not be allowed to enroll in the class. Students will be informed by the second class meeting if they are eligible to enroll in the class.

Students are required to re-apply to the state Workforce Development Office each semester to obtain a tuition waiver prior to registration and re-apply for Financial Aid annually. Students are responsible for all fees.

Non Matriculated Students

Students must submit an approved tuition waiver form, obtained from the state agency administering Workforce Development, registration requests for courses, and pay fees for those courses at least ten days before the start of the class. Students will be informed by second class meeting if they can register for the class as a Workforce Development student. Fees will be refunded if the class is not available.