

Important Information regarding the WPUNJ Tuition Assistance Programs

The Office of Payroll and Benefits has revised and updated its web page as well as all of the applications, policies and procedures for the Tuition Assistance Programs.

The new applications must be used by all employees requesting tuition assistance **beginning with the Fall 2008 semester. Applications submitted on previous versions of the applications will not be accepted.**

Revised policies, procedures and program applications have been posted to the [Tuition Assistance Programs web site](#)

Please be advised that the deadline for submitting applications is now ten (10) business days after the final registration date. No applications will be accepted after this date. Additional policies and procedures have also been updated. Please take a moment to review the updated information.

The new forms have been designed to be fillable. This allows you to enter the information directly onto the form. All completed forms should be printed, signed, approved by your supervisor, and forwarded to Debbie Zayas in the Office of Payroll and Benefits. **Please verify that all the required information has been entered on the application, all required documents have been attached, and that you have registered for all classes prior to submitting the application for which the assistance is being requested. Applications will not be accepted until you have registered for your courses.**

If you have any questions, please contact Debbie Zayas at extension 2884.