

MEMORANDUM OF UNDERSTANDING

BETWEEN

NEW JERSEY INSTITUTE OF TECHNOLOGY

AND

[COMPANY NAME]

This Memorandum of Understanding (MOU) is entered into this **[Date]**, by and between **New Jersey Institute of Technology**, a public institution of higher education of the State of New Jersey, with its principal campus located at University Heights, Newark, New Jersey 07102 (hereinafter "NJIT"), and **[Company Name]**, with its principal place of business at **[Company Address]** (hereinafter "[Company Name]"), collectively referred to as the "Parties."

1. PURPOSE

The purpose of this MOU is to establish a framework for a collaborative partnership between NJIT and [Company Name] to support the professional development of [Company Name] employees through a structured tuition discount program. This partnership is designed to foster workforce upskilling, cultivate long-term academic-industry relations, and enhance graduate program enrollment in NJIT's John A. Reif, Jr. Department of Civil and Environmental Engineering (CEE).

2. PROGRAM SCOPE AND ELIGIBILITY

The program is a **tiered tuition discount initiative** for employees sponsored by [Company Name] who are admitted into one of the following CEE Master of Science degree programs:

- Master of Science in Civil Engineering (on-campus & online)
- Master of Science in Environmental Engineering (on-campus)
- Master of Science in Transportation (on-campus & online)
- Master of Science in Critical Infrastructure Systems (on-campus)

Students enrolled in these master's programs may also pursue specialized **Graduate Certificates** in areas including, but not limited to, Structural Engineering, Geotechnical Engineering, Construction Engineering/Management, Environmental Engineering, Transportation, Intelligent Transportation Systems, Climate Change Adaptation and Resilience, and Hydraulics and Water Resources Engineering.

3. TUITION DISCOUNT STRUCTURE

Any company that enrolls five (5) or more employees in a given term will be eligible to receive a fixed 20% tuition discount. This discount will be applied to the tuition of each eligible employee for that term. Please note that the discount applies only to tuition charges and does not extend to university fees, course materials, or other associated costs.

To qualify, employee enrollment must be confirmed at the start of the term, and eligibility is contingent upon the employees' continued employment with the sponsoring company throughout the duration of the term. Additionally, the company must submit an official list of all enrolled employee-students prior to the start of the term and designate a point of contact for employee verification. The official list of enrolled employee-students should be directed to Sylvana Brito, Assistant to the Chair for Administration, John A. Reif, Jr. Department of Civil and Environmental Engineering. She may be contacted by email at cee@njit.edu or by phone at (973) 596-2446.

4. RESPONSIBILITIES AND PARTICIPATION CRITERIA

- **[Company Name] Responsibilities:**
 - Designate a liaison to coordinate with NJIT's Graduate Admissions liaison.
 - Ensure sponsored employees meet all NJIT admissions criteria.
 - Adhere to the terms of the chosen discount tier for the duration of the agreement.
 - **NJIT Responsibilities:**
 - Designate a primary point of contact to manage the partnership.
 - Apply the agreed-upon tuition discount to the accounts of all sponsored employees who meet the enrollment criteria.
 - Facilitate coordination between [Company Name] and the relevant academic departments.
 - **Employee Requirements:**
 - Must be a part-time or full-time employee of [Company Name].
 - Must meet all academic and admissions criteria set forth by NJIT.
 - May enroll in on-campus or online courses as offered within the specified degree programs.
-

5. TERMS AND CONDITIONS

This MOU is a non-binding agreement of intent. It does not create any financial or legal obligations beyond those required to honor the terms of the tuition discount program. Any further collaboration, such as sponsored research or customized training, will be governed by separate, legally binding agreements. This MOU may be terminated by either party with thirty (30) days written notice.

6. SIGNATURES

This MOU is executed in two (2) counterparts, each of which shall be considered an original.

FOR NEW JERSEY INSTITUTE OF TECHNOLOGY

John A. Pelesko
Provost and Executive Vice President for Academic Affairs

Date: _____

FOR [COMPANY NAME]

[Name of Company Representative] [Title of Company Representative]

Date: _____