



Application for Faculty/Staff Tuition Waiver

The University of North Carolina provides a Tuition Waiver Program for eligible University employees. UNC Charlotte employees are allowed **two** courses per academic year. Courses may be taken as follows: both courses during either the fall semester or the spring semester; one course during the fall semester and one course during the spring semester; or one course during either the fall or spring semester; and one course during one summer session. The maximum an individual will be permitted to take is two courses during the academic year (fall, spring, summer). **Faculty and staff members eligible for tuition privileges are subject to the rules of the individual institutions.**

A. Eligibility Requirements

1. Participation is limited to permanent employees who are regularly scheduled to work 30 hours or more each week, 9 months of the year or longer.
2. The employee must continue his or her permanent employment status for the entire semester during which the course is taken, and is required to complete the full schedule of normal work obligations. Upon termination or other change in employment status, the employee is billed for the tuition and fees for the entire semester unless he or she has officially withdrawn from the class.
3. Participation is limited to employees who meet the requirements for admission to the university in which they are taking the course and who have been duly admitted by the appropriate office of admissions.
4. A space must exist in the specific class or course. (**NOTE:** The employee is responsible for the Admission Process and the Course Registration Process; the tuition waiver application is the final step in the process.)
5. Approval of the tuition waiver request must be signed by the Supervisor, the Human Resources Department, and delivered to the Student Accounts Office by **the last day of the drop/add period for the semester.**
6. Unless they are receipts-supported, distance education and extension courses taken for credit will qualify for tuition waiver. Direct all inquiries to the Office of Continuing Education, Extension and Summer Programs.

B. Steps for the Employee Seeking a Tuition Waiver

1. Apply and be accepted into the university through the Undergraduate or Graduate Admissions Office.
2. Register for the course to ensure course availability, including course number, section number, dates and times of the class.
3. After gaining admission and registering for the course, complete the "Application for Faculty/Staff Tuition Waiver" and obtain signature approval from your supervisor or Department Head.
4. Submit form to the Human Resources Department, 222 King Building, for verification of eligibility.
5. Once eligibility has been verified by Human Resources, deliver the completed form to the Student Accounts office **PRIOR** to the commencement of the course for waiver to be applied.
6. Each waiver is course and term specific. Adding or dropping a class or making any changes to the tuition waiver must be **completed by end of the appropriate drop/add period for that semester.** If a class is dropped after this period, it will still count as one of the maximum of two classes for which tuition may be waived per academic year. If you are enrolling in another UNC system campus, contact the Registrar's Office at that campus for instructions and necessary waiver request form. If needed, the UNC Charlotte Human Resources Department can provide written verification of the employee's status.



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Upon completing this form, submit to Human Resources for employment status verification eligibility, then submit the approved form to the Student Accounts office prior to the beginning of the course for waiver to be applied.

Employee Certification		
Name	UNC Charlotte ID Number	Last four digits of SSN
	8 0 0	
Home Address	City, State, Zip Code	Campus Telephone Number
Employing Department	Campus Building	Position Title / Rank

I understand that I must be admitted to the University or meet the particular UNC Charlotte school admission requirements in order to participate in the Tuition Waiver program. I must also be a full time employee (30 hours or more per week for 9 months or longer.) I understand my attendance at lectures, meetings, or other activities associated with the course below will be, in fact, voluntary on my part and that no such attendance is or will be required by my supervisor or the University. I have read and understand the terms and conditions of Tuition Waiver participation on the back of this form, and I understand my application will not be approved if I do not comply with the terms and conditions of the program. Further, if there are any tax consequences resulting from this tuition waiver, I understand appropriate taxes will be withheld from my paycheck. I hereby certify that I have completed this application fully and accurately to the best of my knowledge.

Employee Signature: _____ Date: _____

My signature denotes that I have read and understand the information provided on the first page of this document in regards to usage of the Tuition Waiver policy and this form.

COURSE REGISTRATION - Register for this course during the appropriate individual student appointment time.							
Course Abbreviation	Course Number	Course Title				Credit Hours	
Class Meeting Days	Class Times	Semester, Year to Apply Tuition Waiver (Complete the Year to the Right and place an 'X' in the semester below)			20	Please indicate which waiver this is for the academic year	
		Fall	Spring	Summer		First	Second

(The academic year shall mean a fall semester, spring semester, and the summer sessions that follows or courses taken as distance education.)

Department Certification		
<p>This employee's enrollment in the requested course will not adversely affect his or her normal employment obligations. If this employee's regular work schedule has been adjusted to accommodate taking this course, it is my judgment that this department's operations will not be affected adversely by such alteration in schedule. Moreover, I will approve other such requests for Tuition Waiver for employees similarly situated, without regard to race, color, religion, sex, national origin, disability, age, or Vietnam Era Veteran status as provided by law.</p>		
<p>Supervisor's Signature: _____ Title: _____ Date: _____</p>		

Human Resources Verification	
<p>_____ Employment status verified as Permanent, regularly scheduled 30 hours or more each week for 9 months or longer</p> <p>_____ Not Eligible</p>	<p>_____ EPA Employee</p> <p>_____ SPA Employee</p>
<p>Human Resources Signature: _____ Date: _____</p>	

Student Accounts	
<p>Employee must present this form, in person, at the Student Accounts window to have payment applied to this course. All payment deadlines apply.</p>	
<p>Office of Student Accounts - Authorizing Signature: _____ Date: _____</p>	