TUITION WAIVER POLICY

Purpose

The purpose of the Tuition Waiver Program is to provide an opportunity for an eligible employee to have the tuition waived for a course taken at any of the constituent institutions of The University of North Carolina system. Participation is voluntary and courses may be taken for career development or for personal interest.

Office of Human Resources administers the Tuition Waiver Program and:

• Provides tuition waiver applications
• Verifies the employee's eligibility status

Eligibility

This program is available to all permanent EPA and SPA employees of any institution of the University of North Carolina, including The North Carolina School of Science and Mathematics, and to employees under military or civilian orders in campus ROTC programs. In order to participate, an employee must meet the following criteria:

• Maintain permanent employment status at 75% time (30 hours per work week) or more for the entire semester during which the course is taken
• Apply for and be admitted through the appropriate admissions office within its specified deadlines
• Register for courses in accordance with instructions for the program under which the employee is admitted. Space must be available in the course
• Attend class outside his or her established work schedule. Departments are encouraged to offer flexible scheduling options to accommodate employee participation
• Continue to meet normal employment obligations
• Submit Tuition Waiver request to the school in which the course is being taken prior to the tuition waiver deadline for each semester.

The process of applying and being admitted to a program of study is separate and apart from the Tuition Waiver process outlined herein. Each admissions office has its own deadlines to which the employee must adhere.

Attendance at lectures, meetings, or other activities associated with courses funded through the Tuition Waiver Program is not counted as work time.

Loss of Eligibility

If an employee’s work schedule changes to less than 30 hours per week during the period of attendance, or if the employee separates from permanent employment during the period of attendance, the employee will be billed for all or part of the tuition for the entire semester even if he or she officially withdraws from the course, as provided in the policies and procedures established by the Cashier's Officer/Registrar of the enrolling institution.
Courses Covered

Tuition charges will be waived for up to three courses per academic year (fall or spring terms) and may be applied to courses that are appropriations-funded, such as regular undergraduate- and graduate-level courses, online courses, self-paced courses, and independent studies courses. Tuition may be waived for more than one course in the same academic term. (The academic year begins with the fall term and ends with the summer sessions.)

Courses not Covered

Courses such as the Executive MBA program or study abroad courses that are primarily receipt-supported are not covered by the Tuition Waiver Program. Noncredit courses are not covered by Tuition Waiver.

Additional Coursework

An employee may enroll in more than one University course during a single academic term. The Cashier’s Officer/Registrar of the institution at which the employee is enrolled will apply the tuition waiver per the guidelines established by that office. Any tuition costs for the academic term that are not covered under the Tuition Waiver Program remain the responsibility of the employee.

Deferring Tuition Payments

If an employee has additional tuition or fees that will not be covered by a financial support program prior to the payment deadline, he or she may be eligible to request a “Tuition and Fees Deferment Form” to prevent cancellation of registration. This process is handled separately from a Tuition Waiver application.

For study at any UNC constituent institution, contact that institution’s Cashier’s Officer/Registrar for information on deferment eligibility. The Deferment Form may be obtained from the institution’s Cashier’s Officer/Registrar.

Procedures

An application for tuition waiver must be completed for each academic term in which the employee requests to apply the tuition waiver program.

NOTE: Applying for tuition waiver does not enroll the employee in the requested course(s). The employee must follow the regular enrollment procedures separate from the tuition waiver request process.

1. Apply for and be admitted through the appropriate admissions office within its specified deadlines.
2. Complete the “Tuition Waiver Application for Faculty/Staff”. The forms is available in the Office of Human Resources.
3. The Office of Human Resources will verify eligibility by completing the “For Human Resources Only” section.
4. Obtain advance signature approval of the department head. The department should return the approved (or disapproved) request promptly so that the employee can meet application deadlines.
5. Deliver the approved form to the institutions Cashier’s Office/Registrar prior to the Tuition Waiver Deadline. (Please note: Tuition waiver deadlines may vary from institution to institution. Employees are responsible for knowing the deadline applicable to the institution at which they are enrolled.)

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