

WAIVER OF TUITION AND FEES FOR FACULTY AND STAFF OF THE UNIVERSITY OF NORTH CAROLINA

EMPLOYEE RESPONSIBILITIES

1. The Employee must apply and be approved for admission through the appropriate admissions office at the Enrolling Institution within the specified deadlines.
2. The Employee must register for courses at the Enrolling Institution in accordance with instructions for the program under which the Employee is admitted. A space must exist in the specific course.
3. An application for a tuition and fee waiver must be completed for each semester or summer session that a class is taken. Employees are allotted 3 courses per academic year.
4. You may use only two waivers per semester (except for full-time Law Enforcement employees).
5. Application forms are available by searching Employee Tuition Waiver on the enrolling institutions website.
6. Once billed for the registered course(s), Employee should pay all course fees and late fees not covered by the Tuition and Waiver before submitting their waiver for approval.

PROCEDURES

Tuition Waiver application procedures for participation by an Employee of N.C. A&T in a course at N.C. A&T are as follows:

1. Register for your course(s).
2. Complete the tuition and fee waiver form for an N.C. A&T Employee.
3. Obtain advance signature approval from your supervisor. The supervisor should return the request form promptly so that the Employee can meet application deadlines.
4. Obtain approval from the Division of Human Resources by emailing your form to HR@ncat.edu or Penelope Smith at pennys@ncat.edu.
5. Submit the form, with appropriate approvals, to the Office of Academic Budget and Personnel by email to emptuitionwaiver@ncat.edu before the first day of class or last day to add courses as published in the academic calendar.

Tuition Waiver Application procedures for participation by an Employee of N.C. A&T in a course at another campus are as follows:

1. Register for your course(s).
2. Complete the tuition and fee waiver form for the N.C. A&T Employee.
3. Obtain advance signature approval from your supervisor. The supervisor should return the request form promptly so that the Employee can meet application deadlines.
4. Obtain approval from the Division of Human Resources by emailing your form to HR@ncat.edu or Penelope Smith at pennys@ncat.edu.
5. Submit the form, with appropriate approvals, to the Office of Academic Budget and Personnel by email to emptuitionwaiver@ncat.edu before the first day of class or last day to add courses as published in the academic calendar.
6. Submit the form to the appropriate office at the Enrolling Institution within the deadlines specified by the Enrolling Institution.
7. Comply with any additional regulations of the Enrolling Institution.

For questions please contact Mikosha Gatson at emptuitionwaiver@ncat.edu.