

**APPLICATION FOR FACULTY/STAFF TUITION
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
REQUEST FOR WAIVER OF TUITION BY FULL-TIME FACULTY OR STAFF**

ELIGIBILITY: All permanent employees who are eligible for membership in the retirement system for Teachers and State Employees of North Carolina (TSERS) or the Optional Retirement Plan (ORP) who work at least 30 hours each week are eligible to participate in the Tuition Waiver Program. This includes personnel of the Armed Forces of the United States during the time they are assigned under military orders to an ROTC program of a constituent institution of the University of North Carolina as a permanent change of station.

NOTE: I.R.S. regulations may require the University to include a portion or all of the tuition waiver as a fringe benefit in your taxable wages (W-2). Employees are limited to three (3) classes per year (beginning fall semester through second session of summer school).

PLEASE SUBMIT YOUR COMPLETED TUITION WAIVER TO: emptuitionwaiver@ncat.edu

If you drop OR change your class(es) after your tuition waiver has been submitted to the Office of Academic Budget and Personnel (Academic Affairs) and/or the Treasurer's Office, please notify Academic Budget and Personal via email at emptuitionwaiver@ncat.edu. All N.C. A&T State University employees must obtain Provost approval to take more than 2 courses per academic semester.

Full Name of Applicant: _____ Banner ID: _____

Email: _____ Phone: _____

Employing Institution: _____ Department: _____

Position Title/Rank: _____ Employed 9, 11 or 12 Months of the Calendar Year _____

Enrolling Institution: _____

Course Number (not CRN) / Section / Title of Course / Credit Hours:

1. _____ Undergraduate Graduate

2. _____ Undergraduate Graduate

3. _____ Undergraduate Graduate

Class Days and Times: Course 1: _____ Course 2: _____ Course 3: _____

If course(s) is a graduate level course, is the course to maintain or improve the skills needed by the employee? _____

Is the course required by the employer, by law, or by regulations (CPE)? _____

Do you perform teaching and/or research activities for the University? _____

APPLICANT: I hereby certify that I have completed this application fully and accurately to the best of my knowledge and acknowledge that this/these course(s) will not interfere with my employment obligations. I understand that I must apply for this benefit each term. I understand I must submit the completed form before the published deadline. I understand that I will be responsible for the full tuition and fee cost of any additional course(s) not covered by the Tuition Waiver Program. I understand that withdrawal from a tuition-waived course(s) after the published deadline counts towards my three (3) waivers allotted per academic year.

(Signature) _____ (Date) _____

IMMEDIATE SUPERVISOR: Enrollment tuition-free in the course(s) identified above will not interfere with or conflict with the satisfactory performance of normal employment obligations by the above-named applicant.

(Signature) _____ (Date) _____

HUMAN RESOURCES: I certify that the applicant's appointment/employment is full-time.

(Signature) _____ (Date) _____

The above-named applicant has been found academically eligible to enroll in the courses identified above. There is space available for the above-named applicant to enroll tuition-free in the courses identified above. For students enrolling in classes at N.C. A&T State University, this form must be submitted to the Treasurer's Office by the last day of registration as published in the academic calendar. Otherwise, the employee will be responsible for payment of tuition and fees in full.

EMPLOYING INSTITUTION: (Signature) _____ (Date) _____
Provost and Executive Vice Chancellor for Academic Affairs No. of Courses

ENROLLING INSTITUTION: (Signature) _____ (Date) _____
Provost and Executive Vice Chancellor for Academic Affairs OR Appropriate Office