



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

FACULTY HANDBOOK

APPENDICES E-1 and E-2

SEC. II—FACULTY—Benefits 2.0

SEC. III—BENEFITS 1.0

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

ADMINISTRATIVE POLICY

Pursuant to North Carolina General Statutes § 116-143(d) and The UNC Policy Manual Section 1000.2.2.1[R], the following is the policy of North Carolina Agricultural and Technical State University with regard to tuition and fee waivers for employees.

1. Definitions.

- a. “Employee” shall mean a person who is either a faculty member or a staff employee, employed by an Employing Institution (as defined in Section 1.b) in a permanent job position on a recurring basis and who works 30 or more hours per week for nine or more months per calendar year. The terms “faculty member” and “staff member” include (1) personnel of the United States armed forces 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; and (2) civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.

b. “Employing Institution” shall mean the constituent institution of the University of North Carolina, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration, which is the employer of record of the faculty or staff member.

c. “Enrolling Institution” shall mean a constituent institution of the University of North Carolina in which the Employee is enrolled and receiving academic credit and to which tuition and fees would be paid if not covered under a tuition and fee waiver.

d. “Fees” shall mean those student fees required for the course(s) in which the employee is enrolled. Fees will be waived except for courses supported by fees, such as chemistry lab and nursing fees.

e. “Normal Employment Obligations” shall mean those services that the faculty or staff member is obligated to perform for the Employing Institution.

f. “Period of Normal Employment” shall mean that period of time beginning with the effective date of permanent employment and ending with the effective date of discontinuation of employment.

g. “Tuition” shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Pursuant to N.C.G.S. § 116-143.1(m), an employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

h. “Year” shall mean an academic year of fall semester, spring semester, and the summer sessions that follow, unless otherwise specified.

2. Limitations.

a. Employees of an Employing Institution may, during the Period of Normal Employment, enroll in certain courses free of charge of tuition and fees, as described in this policy, provided the enrollment does not interfere with Normal Employment Obligations.

b. The waiver of tuition for a faculty or staff member shall be limited to not more than three (3) courses per Year.

c. The Employee must maintain Employee status, as defined in Section 1.a, for the duration of the course. Otherwise the Employee shall be responsible for payment of all applicable tuition and fees. However, this payment requirement shall not apply to an Employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SHRA) or separated for budgetary reasons (EHRA) prior to

completion of the course. This exception does not apply to the end of a time-limited or term position.

d. Correspondence courses, continuing education courses, extension courses, or other instruction principally supported by receipts, are not eligible for tuition and fee waivers. In addition, expenses such as travel and laboratory and material fees are not covered by waivers.

3. Employee Responsibilities.

a. The Employee must apply and be approved for admission through the appropriate admissions office within the specified deadlines.

b. The Employee must register for courses in accordance with instructions for the program under which the Employee is admitted. A space must exist in the specific course.

c. The Employee must continue to meet Normal Employment Obligations and must attend class outside of his or her established work schedule. The supervisor may alter the Employee's work schedule to permit him or her to attend courses. Departments are encouraged to use flextime options to accommodate Employee participation in the tuition and fee waiver program.

d. Prior to the commencement of a course for which a tuition and fee waiver is requested, the Employee shall:

i. Complete the application form and obtain all required approvals from the Employing Institution and/or the Enrolling Institution according to procedures set forth by each institution; and

ii. Deliver one copy of the completed and approved application to the proper authority of the Employing Institution. If enrolling in an institution other than the Employing Institution, the Employee must provide an approved copy to the proper authority of the Enrolling Institution.

4. Procedures.

a. An application for a tuition and fee waiver must be completed for each semester or summer session that a class is taken. Application forms are available [here](#).

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

i. Complete the tuition and fee waiver form for an N.C. A&T Employee.

- ii. Obtain advance signature approval from the department head. The department head should return the request form promptly so that the Employee can meet application deadlines.
 - iii. Obtain approval from the Division of Human Resources.
 - iv. Submit the form, with appropriate approvals, to the Office of the Treasurer before the first day of class.
 - c. Application procedures for participation by an Employee of N.C. A&T in a course at another campus are as follows:
 - i. Complete the tuition and fee waiver form for the N.C. A&T Employee.
 - ii. Obtain advance signature approval from the department head. The department head should return the request form promptly so that the Employee can meet application deadlines.
 - iii. Obtain approval from the Division of Human Resources.
 - iv. Submit the form to the proposed Enrolling Institution within the deadlines specified by the Enrolling Institution.
 - v. Comply with any additional regulations of the Enrolling Institution.
- 5. Tuition and fee waiver enrollments of an Employee shall not be counted for the purpose of receiving general fund appropriations.
- 6. The Chancellor hereby delegates to the Employee's department head the authority to make the determination whether (1) an N.C. A&T Employee's enrollment in a course pursuant to this Policy will not interfere with the satisfactory performance of the Employee's Normal Employment Obligations; and (2) an N.C. A&T Employee is eligible to receive a waiver.
- 7. The Chancellor hereby delegates to the Provost the authority to make the determination whether (1) the Employee seeking to enroll with a tuition and fee waiver is academically eligible for admission to the University; and (2) space is available for the Employee's enrollment in the course.
- 8. Employees are responsible for any tax liability arising from tuition and fee waivers.

Approved by the Chancellor

Date revision is effective: upon approval

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