



APPLICATION FOR FACULTY AND STAFF TUITION WAIVER

THIS FORM IS FOR USE BY UNCG EMPLOYEES ONLY. Those employed at another institution, but attending UNCG, should forward the completed and approved form of their employing institution.

PART 1 - NAME: _____ UNIVERSITY ID #: _____

DEPARTMENT: _____ POSITION/TITLE: _____

UNIVERSITY PHONE #: _____ ALTERNATE PHONE #: _____

How long have you been employed at UNCG? _____

The course(s) is/are being taken at UNCG or another UNC system school. (Please check the applicable box.)

I am taking undergraduate or graduate level courses. (Please check the applicable box.)

PLEASE SEE NOTE IN SECTION B.i. ON BACK OF APPLICATION

I am classified as SHRA staff EHRA non-faculty or EHRA faculty. (Please check the applicable box.)

APPLICANT: *I understand that I must apply for this benefit each term. I understand I must submit the completed form on or before my published payment 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) counts towards the three (3) waivers allotted per academic year.*

APPLICANT'S SIGNATURE: _____ **DATE:** _____

PART 2 - TERM (Please fill in the applicable year): Fall 20____ Spring 20____ Summer 20____

COURSE	SECTION	COURSE TITLE	CREDIT HOURS
1.			
2.			
3.			

PART 3 - TO BE COMPLETED BY THE EMPLOYING INSTITUTION:

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

SIGNATURE OF IMMEDIATE SUPERVISOR: _____ DATE: _____

** This applicant has my permission to enroll in the above course(s). Arrangements have been made for the applicant to fulfill his/her employment obligations. I certify that his/her appointment/employment meets the specifications on the back of this form.*

SIGNATURE OF DEPARTMENT HEAD/DEAN: _____ DATE: _____

NOTE: *If your immediate supervisor and department head are the same, BOTH signatures are still required.*

PART 4 - TO BE COMPLETED BY THE ENROLLING INSTITUTION:

** The above-named applicant has been found academically eligible to enroll in the course(s) identified above. There is space available for the above-named applicant to enroll tuition-free in the course(s) identified above.*

SIGNATURE FROM ENROLLING INSTITUTION: _____ DATE: _____

NOTE: *If you are taking course(s) at UNCG, this completed form must be presented, by the applicant, to the Cashiers Office for SHRA staff and EHRA non-faculty OR to the Office of the Provost for EHRA faculty for processing.*

TUITION WAIVER PROGRAM

The University of North Carolina at Greensboro provides a Tuition Waiver Program for eligible university employees. The purpose of the Tuition Waiver Program is to provide an opportunity for eligible employees to have tuition and fees waived for a course taken at any of the 17 campuses of the University of North Carolina system. An employee is allowed a maximum of three (3) courses per academic year with no limitation as to the number of courses that can be taken each term. The Tuition Waiver Program does not cover special course fees, enrollment in correspondence courses, extension courses, or noncredit courses.

A. Eligibility Requirements

- Participation is limited to **permanent** employees who are regularly scheduled to work 30 hours (75% time) or more each week.
- Space must exist in the specific class or course. **NOTE: The employee is responsible for registering for the course in addition to completing the tuition waiver application. This form is not in lieu of the normal course registration procedure.**
- The employee who enrolls in a tuition waiver course is required to complete the full schedule of work of his/her normal employment obligations.
- The employee must be participating in the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program.
- The employee must maintain employee status for the duration of the course. Otherwise, the employee shall be responsible for payment of 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 position.

B. Application Process*

- **If you are taking the course(s) at UNCG:**
 - i. Apply for and be admitted through the appropriate admissions office within its specified deadlines. **NOTE: If you plan to take an undergraduate course, please apply through Undergraduate Admissions. If you plan to take a graduate-level course, please apply through the Graduate School's admissions portal. Regardless of the course level, you will be asked to fill out the North Carolina Residency Determination Services online form, unless you have completed this within the last 12 months. Each of these changes was required to keep us in compliance with state law.**
 - ii. Register for the course(s); complete Parts 1, 2, and 3 on the tuition waiver application.
 - iii. For SHRA staff and EHRA non-faculty, deliver the application to the Cashiers Office for approval (Part 4) on or before 5:00pm on the specific term's payment deadline.
 - iv. For EHRA faculty, deliver the application to the Office of the Provost for approval. Following verification and approval by the Office of the Provost (Part 4), the employee is responsible for **delivering** the completed application to the Cashiers Office on or before 5:00pm on the specific term's payment deadline.
- **If you are taking the course(s) at another UNC system school:**
 - i. Complete Parts 1, 2, and 3 of the tuition waiver application and submit it to the enrolling institution's Cashiers Office by their specific term's payment deadline. Work with that institution in regards to the final signature needed in Part 4.
 - ii. Contact the enrolling institution's Cashiers Office regarding any additional steps you must complete per their policies.

*Please note that this tuition waiver application process must be completed for each term during which a course is taken.

NOTE: Educational assistance benefits above \$5250 per tax year may be subject to federal income tax (IRS Publication 970)