

TUITION WAIVER APPLICATION FOR FACULTY / STAFF

For course at Appalachian State For course at another UNC school: _____

EMPLOYEE INFORMATION

Last Name: _____ First Name: _____ Campus Phone#: _____
Banner #: _____ Campus email address: _____
Employing Department: _____ Job Title: _____

Please check this box if you a current Law Enforcement Officer.

COURSE INFORMATION

Completing this form does not enroll you in a course. Contact the Registrar's Office at the appropriate institution for the course registration process. A separate form must be completed for each course.

Semester: Fall Spring Summer 1 Summer 2 Year: _____
Course ID / Number: _____ Title: _____
Credit Hours: _____ Meeting Day(s): _____ Meeting Time(s): _____

*This is my: First Second Third waiver of the academic year (Fall—Spring—Summer)

**Law enforcement officers may enroll in an unlimited number of courses per academic year.*

ACKNOWLEDGMENT AND APPROVAL

EMPLOYEE ACKNOWLEDGMENT

I am a full-time, permanent employee (30 or more hours per week), and I have read, understand, and will comply with the terms, policies, and procedures of the Tuition Waiver Program. **I understand that my application will not be approved if it is received after the drop/add deadline.** I also understand that if I drop the class after the drop/add deadline, the waiver will still count toward my allowable waivers for the academic year. *I also understand that educational assistance benefits with a value greater than \$5,250 per tax year may be subject to federal income tax.*

Signature: _____ Title: _____ Date: _____

SUPERVISOR APPROVAL

This employee's enrollment in the requested course will not adversely affect his or her normal employment obligations. This employee meets eligibility requirements and is authorized to attend this course.

Signature: _____ Title: _____ Date: _____

VERIFICATION AND NEXT STEPS

HUMAN RESOURCES APPROVAL

This applicant is a current employee and meets eligibility requirements to receive a Tuition Waiver.

Signature: _____ Title: _____ Date: _____

Date sent to Student Accounts (if course is being taken at Appalachian State University*): _____

**Employees taking courses at other institutions are responsible for sending completed waiver to appropriate office.*

It is the responsibility of the employee to check their student account in order to verify tuition and fees for the course have been waived.