TUITION WAIVER PROCESS: STEP-BY-STEP INSTRUCTIONS

1. TALK TO YOUR SUPERVISOR
   Discuss your personal and professional development plans with your supervisor, including educational assistance.

2. APPLY TO THE INSTITUTION
   If applicable, apply to and enroll in the institution at which you will be registering for and taking courses.

3. REGISTER FOR THE COURSE(S)
   Register for the course(s) you will be taking. Up to three tuition waivers per academic year can be utilized.

4. COMPLETE TUITION WAIVER FORM
   Complete the form found here: https://hr.appstate.edu/hr-services/policies-and-forms/educational-assistance-forms
   **Email to tuitionwaivers@appstate.edu**

HUMAN RESOURCES ADMINISTRATIVE PROCESS
1. Verify eligibility of faculty/staff member.
2. Approve and sign tuition waiver.
3. Send electronic copy to Student Accounts.*
4. Email verification to faculty/staff member.
5. Archive electronic copy of completed waiver in personnel files.

*If class is at another institution within the UNC system, faculty/staff member is responsible for sending completed waiver to the Student Accounts office at appropriate university.