Tuition Waiver Guidelines

Eligible Employees:

1. Any employees of the University system who works at least ¾ time, at least 9 months a year, and contribute to the retirement system are eligible to participate in the tuition waiver program.
2. Employees must be in good standing with no open disciplinary actions.
3. If an employee loses their eligibility to participate in the program, he/she will become responsible for the full amount of tuition and fees for the total number of credit hours, should they choose to continue in the course. If they withdraw from the course at the time of loss of eligibility, they will not be held responsible for the tuition and fees.

Approved Courses:

1. Courses must be job related or prepare the employee for professional development. They can enhance the employee’s skills and abilities in their current position, or prepare them for a future position.
2. An employee may use tuition waivers at any institution of the 17 University of North Carolina system campuses.
3. The employee should check with the institution where they are taking courses as each has individual policies and requirements.
4. You may not use the tuition waiver program to waive other charges such as special course fees, program fees, application fees, late fees, and other charges.
5. The waiver program can be used for Undergraduate, Graduate, or Distance Education courses. The waiver program does not apply to non-credit continuing education courses.

Number of Courses:

1. Employees may apply for waived tuition for up to 3 courses per academic year (defined as the Fall, Spring, and two Summer semesters). You may you use two waivers per semester.
2. Audited courses count toward the employee’s allotment for the year.
3. If an employee withdraws from a class after the last date to register, add, or drop a course, the dropped course(s) count towards the yearly allotment.
4. The employee will be charged for any registered courses that are not listed on the tuition waiver, and any changes to schedules must be submitted on a corrected tuition waiver with applicable approvals. (Classes with labs or practicum requirements are counted as one class.)
Approval Process:

1. The employee wishing to take courses must discuss their wish with their supervisor. During this discussion the employee should discuss whether the course is only offered during work hours, and if so, whether the use of academic leave is appropriate.

2. The employee enrolls and is accepted in the UNC course.

3. The employee downloads and completes the Tuition Waiver Form and obtains the following signatures:
   a. Their immediate supervisor
   b. The Department Head or Chairperson in the department where they are taking the course.

4. Employee delivers the form to the Office of Human Resources.

5. The designee at HR will sign the form confirming the employee’s eligibility. A copy will be kept to track participation.

6. The form will be delivered to Student Accounts for the waiver to be processed.

7. Forms must be received by the Office of Human Resources by the last day of Drop/Add for the semester. Forms received after this date will not be processed by Student Accounts. Check the University’s academic calendar for this date each semester.

For further guidance or questions, please contact Emily Wilson, 828-262-6486 or wilsones1@appstate.edu.