



Human Resources
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Tuition Waiver Program - Guidelines

The Tuition Waiver Program provides an opportunity for an eligible employee to have the tuition waived for up to two courses taken at any of the constituent institutions of The University of North Carolina system. An employee may have tuition waived for two courses per academic year, provided that such enrollment does not interfere with the employee's normal employment obligations.

This program is available to all permanent full-time employees of any institution of the University of North Carolina system, and to employees under military or civilian orders in campus ROTC programs. Temporary employees and adjuncts are not eligible.

Prior to the beginning of each academic semester, the Human Resources Office will send an announcement via campus email outlining the application deadline information.

Special course fees and fees for enrollment in correspondence courses, continuing education courses, or other instruction principally supported by receipts from enrollees are not covered under the program. It also does not apply to expenses such as travel, laboratory, books and materials.

Eligibility Requirements:

1. Employment in a permanent UNC system position at least 30 hours per week / 9 months per year.
2. Participation is limited to employees who meet the requirements for admission to the University and who have been duly admitted by the Office of Admissions.
3. UNC Asheville, through its department heads, reserves the discretion to determine if any course, by itself or in combination with others, interferes with employment obligations.
4. Courses are to be taken during non-working hours, if available. If courses are taken during the employee's normal working hours, time must be made up unless the class is directly work related. This determination is made by the employee's department head/appropriate vice chancellor.
5. Temporary employees and adjuncts are not eligible for this waiver.

Employee's Responsibility in the Application Process:

1. Complete the Tuition & Fees Waiver Application (see the form below). Some universities require that employees use their university's Tuition Waiver Application form rather than UNCA's. This is permissible, but the employee must also forward a copy of the approved form to UNC Asheville's Human Resources office.
2. Apply for and be accepted to the University by the Office of Admissions.
3. Obtain the signature of your immediate supervisor and division Vice Chancellor.
4. Return completed Application form, with required signatures, to the UNCA Human Resources Office. To ensure your application reaches the appropriate offices in a timely manner, it is suggested the employee obtain all signatures in person and deliver the completed application to the Human Resources Office.
5. Approximately 2 weeks after the "Add/Drop" date of classes, please check your Pipeline account online to ensure that your application has been processed. If you have questions, please call Phil Turbyfill, Bursar, at 251-6608.

UNC Asheville Tuition Waiver Application for Faculty/Staff

Employee Information:

Name: _____ Banner ID #: _____
Last First Middle

Institution Where Employed: _____ Institution Offering Course(s): _____

Dept. Name: _____ Campus Phone: _____

CPO #: _____ Email: _____

Employee Certification: In order to participate in the Tuition Waiver program, I understand that I must be admitted to the appropriate University academic program, that I must be academically eligible for admission to the course, that I must be a permanent employee scheduled for 30 hours or more per week (3/4 time) and that there is space available for enrollment in that course, department certification must be obtained, and that the tuition for this course is covered by the Tuition Waiver Policy. I have read, understand and will comply with the terms and conditions of the Tuition Waiver program, and I understand that the deadline to submit my application is on the first day of class. I understand that this program will waive tuition and student fees for the term as specified in the policy. I understand that I must apply for this benefit each term, up to a maximum of 2 courses per academic year. I understand that I will be responsible for the full tuition cost of any additional course(s). **Further, if there are tax consequences resulting from this tuition waiver, I understand that the amount of the benefit will be reported as taxable and that the University may withhold taxes from my pay.** I understand that my attendance at lectures, meetings, or other activities associated with the course below will be, in fact, voluntary on my part and that no such attendance is or will be required by my supervisor or the University. I hereby certify that I have completed this application fully and accurately to the best of my knowledge.

Employee Signature: _____ Date: _____

Employee must notify Human Resources if he/she withdraws from the class to ensure accuracy in tracking eligibility for future tuition waivers.

Note: Employees in ROTC programs (including civilian employees) must also attach a copy of their orders.

Course Registration Completing this form **will not** enroll you in a course. Contact the Registrar's office for information about the course registration process.

Course Information: (Note: Only UNC Asheville employees are eligible for a summer course tuition waiver at UNCA)

Term: Fall 20__ Spring 20__ Summer (1st) 20__ Summer (2nd) 20__
 Distance Learning, Start Date: _____ End Date: _____

Course(s): _____
Course ID Course Title Credit Hours

Course ID Course Title Credit Hours

Level of course (graduate, undergraduate, special, etc.) _____

Department Certification:

This employee's enrollment in the requested course will not adversely affect his or her normal employment obligations. If this employee's regular work schedule has been adjusted to accommodate taking this course, I have determined that this department's operations will not be affected adversely by such alteration in schedule. The supervisor certifies that the employee works 30 or more hours per week in a permanent position for 9 or more months per calendar year.

Supervisor Signature: _____ Title: _____ Date: _____

Dept. Head Signature: _____ Title: _____ Date: _____

VC Signature: _____ Title: _____ Date: _____

Return Form to: Human Resources, Phillips Hall, CPO #1450, Asheville, NC 28804

Human Resources Verification:

Eligible SPA EPA ROTC
 Not Eligible Full-Time Part-Time (FTE or number of hrs/wk: _____)

Verifier's Signature: _____ Title: _____ Date: _____