

**APPLICATION FOR FACULTY/STAFF TUITION WAIVER
NORTH CAROLINA A & T STATE UNIVERSITY
REQUEST FOR WAIVER OF TUITION BY FULL-TIME FACULTY OR STAFF**

Eligibility: All permanent employees who are eligible for membership in the retirement system for Teachers and State Employees of North Carolina (TSERS) or the Optional Retirement Plan (ORP) who work at least 30 hours each week are eligible to participate in the Tuition Waiver Program. This includes personnel of the Armed Forces of the United States during the time they are assigned under military orders to an ROTC program of a constituent institution of the University of North Carolina as a permanent change of station. **NOTE:** I.R.S. regulations may require the University to include a portion or all of the tuition waiver as a fringe benefit in your taxable wages (W-2). Employees are limited to three (3) classes per year (beginning fall semester through second session of summer school). *If you drop out of OR change your class(es) after submitting your tuition waiver to the Treasurer's Office, contact the office of EHRA Salary and Budget Administration.*

- 1) Full name of Applicant: _____ Banner ID: _____
- 2) Employing Institution: _____ Department: _____
- 3) Enrolling Institution: _____
- 4) Position Title / Rank: _____
- 5) Months (by name) of calendar year in which University employment services are rendered:

- 6) Semester in which course will be offered: _____
- 7) Title of Course(s): _____
- 8) Course Number(s): _____
- 9) Credit Hours: _____ Class Days and Times: _____
- 10) Level of Course(s): Undergraduate Graduate Special

If it is a graduate level course, is the course to maintain or improve the skills needed by the employee? Yes No Is the course required by the employer, by law, or by regulations (CPE)? Yes No Do you perform teaching or research activities for the institution? Yes No

APPLICANT: I hereby certify that I have completed this application fully and accurately to the best of my knowledge, and acknowledge that this course will not interfere with employment obligations.

(Signature) _____ (Date) _____

IMMEDIATE SUPERVISOR: Enrollment tuition-free in the course identified in items 6, 7 and 8 will not interfere with or conflict with the satisfactory performance of normal employment obligations by the above-named applicant.

(Signature) _____ (Date) _____

HUMAN RESOURCES: _____ (Date) _____

I certify that the applicant's appointment/employment is full-time.



The above-named applicant has been found academically eligible to enroll in the course identified in 6, 7 and 8. There is space available for the above-named applicant to enroll tuition-free in the course identified in items 6, 7 and 8. For students enrolling in classes at N.C. A&T State University, the original form must be submitted to the Treasurer's Office by the last day of registration. Otherwise, the employee will be responsible for payment of tuition and fees in full.

EMPLOYING INSTITUTION: (Signature) _____ (Date) _____
Director, EHRA Salary and Budget Administration 1 2 3

ENROLLING INSTITUTION: (Signature) _____ (Date) _____
Director, EHRA Salary and Budget Administration
OR Appropriate Office