

FAYETTEVILLE STATE UNIVERSITY

TUITION AND FEE WAIVERS

- Authority:** Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
- Category:** Employment - General
- Applies to:** ●Administrators ●Faculty ●Staff
- History:** Revised – August 12, 2015
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- Related Policies:**
- *Regulations on the Waiver of Tuition and Fees for Faculty and Staff* [UNC Policy #1000.2.2.1[R]]
 - *Waiver of Tuition and Fees for Faculty and Staff* [UNC Policy #1002.2]
 - *State Supported Institutions of Higher Education Required to Charge Tuition and Fees* [North Carolina General Statute § 116-143(d)]
- Contact for Info:** Office of Human Resources (910) 672-1146
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I. INTRODUCTION

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and/or fees for faculty and staff under certain conditions. This Policy sets out the conditions under which Fayetteville State University (University) employees may receive a waiver of tuition.

II. DEFINITIONS

- A.** *Employee* shall mean an individual who is either a faculty member or a staff employee, employed by an employing institution, who is eligible for participation in either the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program.

The terms "faculty member" and "staff employee" shall include the following:

1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and

2. Civilian personnel federally employed thirty (30) or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.
- B.** *Employing institution* shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration. .
- C.** *Enrolling institution* shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.
- D.** *Fees* shall mean those student fees required for the course(s) in which the employee is enrolled.
- E.** *Period of normal employment* shall mean that period of time beginning with the effective date of permanent employment as defined in Section II.A. above and ending the effective date of termination or discontinuation of the employment.
- F.** *Normal employment obligations* shall mean those services that the employee is obligated to perform for the employing institution.
- G.** *Tuition* shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. However, no tuition waivers shall be provided for receipts supported courses. An Employee of the University who is a legal resident of North Carolina shall qualify as a resident for tuition purposes, irrespective of the length of legal residency in the State.
- H.** *Year* shall mean a fall semester, spring semester and the summer sessions that follow, unless otherwise specified.

III. TUITION/FEE WAIVER LIMITATIONS

Employees of an employing institution may, during the period of normal employment, enroll in certain courses free of charge of tuition, as described in this Policy, provided the enrollment does not interfere with normal employment obligations.

The waiver of tuition and fees for an employee shall be limited to three (3) courses per year.

The employee must maintain Employee status, as defined above in Section I.A., for the duration of the course. Otherwise, the employee shall be responsible for payment of all applicable tuition and fees. However, this payment requirement shall not apply to an employee who is eligible under this Policy at the time of enrollment in a course, and is

later reduced in force (SPA) or separated for budgetary reasons (EPA) prior to completion of the course. This exception does not apply to the end of a time limited or term position.

Tuition wavier enrollments of an employee shall not be counted for the purpose of receiving general fund appropriations.

IV. EMPLOYING INSTITUTION'S RESPONSIBILITIES

Prior to conferral of the privilege of tuition waiver, the employee's supervisor shall make an administrative determination that enrollment in the course shall not interfere with the satisfactory performance of the employee's normal employment obligations.

V. ENROLLING INSTITUTION'S RESPONSIBILITIES

The Provost/VC for Academic Affairs of the enrolling institutions or his or her designee shall determine the following:

- Whether the employee seeking to enroll under this Policy is academically eligible for admission to the institution; and
- Whether space is available for the employee's enrollment in the course.

VI. EMPLOYEE RESPONSIBILITY

Prior to the commencement of a course for which tuition waiver is to be requested, the employee shall:

- A.** Be a full-time permanent employee as defined in Section I.A.
- B.** Complete the application process to enroll in the institution which is supported by North Carolina state appropriations only. The Employee shall be responsible for the application fee.
- C.** Complete the form entitled *Application for Faculty/Staff Tuition/Fee Waiver* two weeks prior to the beginning of registration. Tuition Waiver forms shall not be accepted for late registration.

Obtain all required approvals from the employing institution and/or the enrolling institutions according to the procedures set forth in this Policy. Signatures that are required are those of the employee's supervisor, the Office of the Registrar, the Division of Academic Affairs, the Division of Business and Finance and the Office of Human Resources.

- D.** Deliver one copy of the completed and approved form to the Benefits Manager in the Office of Human Resources for final approving authority for the University. Present a copy of the form to register for class(es) if you are a new student

registering for the first time. The Benefits Manager will be responsible for forwarding copies to appropriate offices.

E. If enrolling in an institution other than the employing institution, the employee must provide an approved copy to the proper authority of the enrolling institution.

F Any changes to the original form (such as a change in the course, course number, date and time of scheduled classes, etc.) made after submitting the original application, **must** be submitted on a revised form and approved by the personnel identified in Paragraph VI.C. above. Failure to comply with this requirement may result in denial of the tuition waiver benefit and will require the employee to pay all costs (tuition and fees) normally associated with attendance.

VII. ENROLLING IN CLASSES

University employees will not be allowed to enroll as full-time students during their normal work hours. A full-time student is one who enrolls in twelve (12) hours as an undergraduate student or nine (9) hours as a graduate student.

Tuition waiver participants may enroll in a course during their normal work hours provided the course is **not** offered after working hours. If the course is taken during normal duty hours, with permission of their supervisor, the employee may use his/her lunch hour, accumulated compensatory time, vacation leave, make up time or leave without pay to account for actual work time missed.

VIII. POLICY VIOLATION

Any individual who willfully misrepresents his/her eligibility for benefits provided under this policy or who knowingly aids or abets an applicant to misrepresent his/her eligibility may be subject to criminal prosecution and/or civil liability.

The University will determine the appropriate sanctions in any situation in which it is found that an employee is enrolled in a course during his or her work hours, in violation of University policy.

IX. TAXABILITY

Federal law requires that certain employer-provided educational expenses be included in an employee's gross income. Under the Internal Revenue Code, employer-paid tuition (through tuition waivers or educational assistance reimbursements) for courses for which an employee receives academic credit may be considered taxable income if the employee receives more than \$5,250 in assistance in a calendar year. If the course(s) maintain or improve skills needed in the employee's present work, the educational assistance amount will not be considered taxable, even if it exceeds \$5,250. However, if any of the course(s) taken in the calendar year are part of an advanced-degree program (graduate credit) that will qualify the employee for a new trade or profession (even if the employee does not

plan on entering that trade or profession), the University must include the value of the course(s) that exceeds \$5,250 as part of the employee's wages and withhold appropriate taxes from the employee's wages.