

FAYETTEVILLE STATE UNIVERSITY

TUITION WAIVERS

- Authority:** The Board of Governors of the University of North Carolina. Changes or exceptions to administrative policies issued by the Board of Governors may only be made by the Board of Governors unless such authority is delegated.
- Category:** Employment - General
- Applies to:** ●Faculty ●Staff
- History:** Approved, April 15, 2005
Issued, May 15, 2005
Prior Approval, December 10, 2001
- Related Policies:** North Carolina General Statute § 116-143
Waiver of Tuition and Fees for Faculty and Staff [UNC Policy #1002.2 and 1000.2.2.1[R]]
- Contact for Info:** Office of Human Resources (910) 672
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I. INTRODUCTION

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and fees for faculty and staff under certain conditions. This policy applies to Fayetteville State University employees who are, or potentially will become, participants in the Tuition Waiver Program Definitions.

- A.** *Tuition* shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, a student may receive a waiver for receipts-supported courses.
- B.** *Fees* shall mean those student fees required for attendance at an institution related to credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, a student may receive a waiver for receipts-supported courses.
- C.** *Full-time faculty member and full-time staff member* shall mean a person who is employed by an employing institution in a permanent job position on a recurring basis and who works 30 or more hours per week for nine or more months per calendar year; provided, that the terms "full-time faculty member" and full-time

staff member" shall include (1) personnel of the United States Armed Forces 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 and (2) civilian personnel federally employed 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.

- D. *Employing institution* shall mean an institution of the University of the North Carolina, including the North Carolina School of Science and Mathematics and the University of North Carolina Hospitals at Chapel Hill, which is the employer of record of the faculty or staff member; provided, that the General Administration shall be the employing institution of those persons of whom the General Administration is the employer of record.
- E. *Period of normal employment* shall mean that period of time beginning with the undertaking of full-time employment under written or oral contract within the University of North Carolina and ending with the satisfaction or discontinuation of the contract(s) for full-time employment.
- F. *Normal employment obligations* shall mean those services that the faculty or staff member is obligated by written or oral contract to perform for the employing institution.
- G. *Academic Year* shall mean a fall semester, spring semester and the summer sessions that follow or courses taken as distance education.

II. PROCEDURES

- A. Prior to conferral of the privilege of tuition and/or fee waiver, the employee's supervisor shall make an administrative determination that enrollment in the course will not interfere with the satisfactory performance of the faculty or staff member's normal employment obligations.
- B. Prior to conferral of the privilege of tuition and/or fee waiver, the Provost/VC for Academic Affairs shall make an administrative determination (1) that the faculty or staff member seeking to enroll under the tuition/fee waiver is academically eligible for admission to the course and (2) that there is space available before that enrollment in the course.
- C. The waiver of tuition for a faculty or staff member shall be limited to not more than **two courses per academic year**. (Refer to Section II. 7. for the definition of "academic year").
- D. The waiver of fees for a faculty or staff member shall be limited according to institutional policy determined by the Board of Trustees.

- E. Tuition-free enrollments by faculty and staff shall not be counted for the purpose of receiving general fund appropriations.

III. ELIGIBILITY AND PROCEDURES FOR ACQUIRING TUITION WAIVER PRIVILEGES

Prior to the commencement of a course for which tuition and/or fee waiver is to be requested, the faculty or staff member to receive the waiver shall:

- A. Be a full-time permanent employee as defined in Section II. 3.
- B. Complete the application process to enroll in the institution supported by NC State appropriations only. Employee is responsible for the application fee.
- C. Complete and have properly endorsed the form entitled *Application for Faculty/Staff Tuition/Fee Waiver* within **two weeks prior to the beginning of registration**. **REQUIRED SIGNATURES:** Supervisor, Office of the Registrar, Division of Academic Affairs, Division of Business and Finance and the Office of Human Resources.
- D. Deliver the completed original and endorsed tuition waiver form to the Manager of Employee Relations and Training 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 Manager of Employee Relations and Training will be responsible for forwarding copies to appropriate offices.
- E. Adhere strictly to Section III. 3. Tuition Waiver forms **will not** be accepted for late registration.
- F. Any changes to the original tuition waiver 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 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 attending Fayetteville State University.

IV. ENROLLING IN CLASSES

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

Tuition waiver participants may enroll in a course during normal duty hours (8:00 am-5:00 pm), 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.

V. POLICY VIOLATION MEASURES

Any individual who willfully misrepresents his/her eligibility for tuition 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 duty hours, in violation of university policy.

It is expected that all administrators, office heads, supervisors, faculty and staff will adhere to the stated policy. The cooperation of our total work force in its implementation is solicited.

VI. TUITION WAIVER APPLICATION DEADLINES

Application for Faculty/Staff Tuition/Fee Waiver **MUST** be submitted to the Manager of Employee Relations and Training by the deadlines that are established and published by Human Resources each year.