

Eligible employees may request tuition waivers for up to three (3) courses per year as defined in the tuition waiver policy ([FSU Tuition Waiver Policy](#)). Law enforcement officers, excluding student employees who are working as part-time law enforcement officers, may enroll in an unlimited number of courses per year.

To request a tuition waiver(s) for the Summer 2024 Semester:

- **Complete the Tuition Waiver Application Form, available at [FSU Educational Programs](#)**
 - Make sure that the CRN fields are accurately completed with the CRN (the CRN is numeric only) available during the course registration process.
 - Route the completed Tuition Waiver Application for signatures via AdobeSign. Signature routing should be in the following order: 1. your signature, 2. your supervisor, 3. your department chair or department head (if same as your immediate supervisor, then your supervisor should sign in both spaces), and 4. Kay Faircloth for Human Resources.
 - The Tuition Waiver Application must be completed and in the AdobeSign signature queue for Kay Faircloth in Human Resources no later than **4:00pm on May 16, 2024.**
 - Tuition Waiver Applications will not be accepted for late registration.
 - After the Human Resources approval is completed:
 - If you are enrolled at FSU, the Human Resources representative will forward your approved Waiver Application to Student Accounts.
 - If you are enrolled at another UNC institution, you are responsible for submitting the approved Waiver Application to the appropriate contact at that campus. Once the FSU Human Resources representative signs, you will receive a copy of the electronically signed document.
- Instructions and deadline information for **Fall 2024 Tuition Waiver Applications** are forthcoming. The Office of Human Resources is currently not accepting Fall 2024 Waiver Applications.