Employees choosing to use Tuition Waiver benefits must complete this application and obtain all necessary supervisor and department approvals/signatures before submitting to HR Benefits for final approval via benefits@northcarolina.edu.

|  |
| --- |
|  |
| **I. EMPLOYEE INFORMATION** |
| **Employee Name:** |       |
| **Division/Dept:** |       | **Employee Type:** | [ ]  EHRA/EPS [ ]  SHRA |
| **Work Email:** |       | **Work Phone:** |       |
| **II. COURSE INFORMATION** |
| *Completing this form will not enroll you in a course or program of study. Contact the Registrar’s Office at the enrolling institution for information about the course registration process.* |
| **Enrolling Institution (institution where course is offered):** | Choose an item. |
| **Semester in which course will be offered:** | Choose an item. | **Academic Year:** |       |
| **Course Level (undergrad, graduate, etc.):** |       |
| **Course ID/Number:** |       | **Credit Hours:** |       |
| **Course Title:** |       |
| **Class Meeting Days:** |       | **Class Meeting Time:** |       |
| **III. CERTIFICATIONS AND APPROVALS** |
| **Employee Certification:***I am a full-time permanent employee (30 hours or more per week) and I have read and understand, and will comply with, the terms of the Tuition Waiver Regulation.* |
| **Employee Signature:** |  | **Date:** |       |
| **Division/Department Approval:***This employee’s enrollment in the requested course will not adversely affect their normal employment obligations. If this employee’s regular work schedule has been adjusted to accommodate course attendance, I have determined that division/department operations will not be adversely affected by this change.* |
| **Manager Signature:** |  | **Date:** |       |
| **IV. HR BENEFITS APPROVAL** |
| [ ]  Eligible [ ]  Ineligible [ ]  LEO Eligible/Unlimited [ ]  1st waiver of academic year [ ]  2nd waiver of academic year [ ]  3rd waiver of academic year |
| **Signature:** |  | **Date:** |       |

***Tuition Waiver Reminders:***

* Completing a Tuition Waiver application does not enroll you in a course.
* Employees are responsible for contacting the Registrar’s Office at the enrolling institution for information about the course registration process.
* Employees are responsible for submitting the final, approved Tuition Waiver application to the appropriate enrolling institution office for payment processing.
* Tuition waived is considered reportable taxable compensation subject to Social Security, federal, and state tax withholding if the value of the benefit exceeds IRS-established limits. Employees must complete and submit the Taxability Checklist for Tuition Waiver and Education Assistance form to HR Benefits at benefits@northcarolina.edu to determine if any tuition waived exceeds established IRS limits.