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](mailto:benefits@northcarolina.edu).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| **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](mailto:benefits@northcarolina.edu) to determine if any tuition waived exceeds established IRS limits.