

**APPLICATION FOR FACULTY & STAFF TUITION/FEE WAIVER**

APPLICANT'S NAME	<input type="text"/>	BANNER ID	<input type="text"/>	EMPLOYEE TYPE	<input type="text"/>
DEPARTMENT/UNIT	<input type="text"/>			PHONE EXT	<input type="text"/>
SUPERVISOR'S NAME	<input type="text"/>	CHAIR/DEPT HEAD	<input type="text"/>		
DEGREE SOUGHT	FIELD OF STUDY	<input type="text"/>			
SEMESTER / SESSION	<input type="text"/>				

**IMPORTANT INFORMATION ABOUT APPLICATION DEADLINES**

Due to the time frame required for processing, tuition waiver applications received after the deadline **WILL NOT** be accepted.

**"Each UNC School might have different tuition waiver deadlines. It is the student's responsibility to abide by the employing institution, and the course(s) offering institution, deadlines."**

**COURSE 1**

INSTITUTION OFFERING THE COURSE	<input type="text"/>								
CRN	<input type="text"/>	CREDIT HOURS	<input type="text"/>	COURSE TITLE	<input type="text"/>				
COURSE DAYS	<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THU	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN	TIME	<input type="text"/>
COURSE LEVEL	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	IS THIS AN ONLINE COURSE	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

**COURSE 2**

INSTITUTION OFFERING THE COURSE	<input type="text"/>								
CRN	<input type="text"/>	CREDIT HOURS	<input type="text"/>	COURSE TITLE	<input type="text"/>				
COURSE DAYS	<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THU	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN	TIME	<input type="text"/>
COURSE LEVEL	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	IS THIS AN ONLINE COURSE	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

**COURSE 3**

INSTITUTION OFFERING THE COURSE	<input type="text"/>								
CRN	<input type="text"/>	CREDIT HOURS	<input type="text"/>	COURSE TITLE	<input type="text"/>				
COURSE DAYS	<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THU	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN	TIME	<input type="text"/>
COURSE LEVEL	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	IS THIS AN ONLINE COURSE	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

## SIGNATURES

**APPLICANT:** I am requesting waiver of tuition/fees and hereby certify that I have completed this application fully and accurately. I understand a revised form must be submitted if changes are made to the original form. I understand that I may register for a class during normal business hours provided the course is not offered after business hours. I understand that tuition waivers are used for credit courses only and cannot be used for non-credit courses and/or to pursue licensures or certifications.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**SUPERVISOR & CHAIR/DEPT. HEAD:** I certify that the above-named applicant has met all requirements to enroll in this course using tuition waiver and will not interfere in his/her obligations as a permanent full-time employee.

**TIME OFF FROM WORK:** If the employee's course(s) will be taken during their normal work hours, describe how the missed work time will be accounted for (e.g., comp time, lunch hour, make up time, leave without pay, etc.)

Missed work time will be accounted for by: \_\_\_\_\_ Supervisor's Initials: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair/Dept. Head's Signature

\_\_\_\_\_  
Date

**\*\* IF THE SUPERVISOR IS ALSO THE CHAIR/DEPT. HEAD, PLEASE HAVE THEM SIGN IN BOTH LOCATIONS. \*\***

### OFFICIAL USE ONLY:

**HUMAN RESOURCES:** I certify that the above-named applicant has met all eligibility requirements to use the Tuition Waiver Program.

\_\_\_\_\_  
HR Official's Signature

\_\_\_\_\_  
Date

**THIRD PARTY BILLING:** I certify above-named applicant's waiver has been received and processed through Student Accounts.

\_\_\_\_\_  
Third Party Billing's Signature

\_\_\_\_\_  
Date