

FAYETTEVILLE STATE UNIVERSITY

TUITION AND FEE WAIVERS

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Employment
Applies to:	●Administrators ●Faculty ●Staff
History:	Revised – August 28, 2017 Revised – August 12, 2015 Revised – July 1, 2011 Revised – December 12, 2010 First Issued – May 15, 2015
Related Policies/ Regulations/Statutes	<ul style="list-style-type: none">● <i>Regulations on the Waiver of Tuition and Fees for Faculty and Staff</i> [UNC Policy 1000.2.2.1[R]]● <i>Policy on the Waiver of Tuition and Fees for Faculty and Staff</i> [UNC Policy 1000.2.2]● <i>State Supported Institutions of Higher Education Required to Charge Tuition and Fees</i> [North Carolina General Statute § 116-143(d)]
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I. PURPOSE

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and/or fees for Fayetteville State University (University) faculty and staff under certain conditions. This Policy sets out the conditions under which University employees may receive a waiver of tuition.

II. DEFINITIONS

A. *Employee* shall mean an individual who is a permanent employee employed by an employing institution, who is eligible for participation in either the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program. Employee shall also include the following individuals:

- Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and

- Civilian personnel federally employed thirty (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.
- B.** *Employing institution* shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration.
- C.** *Enrolling institution* shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.
- D.** *Fees* shall mean those student fees required for the course(s) in which the employee is enrolled.
- E.** *Period of normal employment* shall mean that period of time beginning with the effective date of permanent employment as defined in Section II.A. above and ending the effective date of termination or discontinuation of the employment.
- F.** *Normal employment obligations* shall mean those services that the employee is obligated to perform for the employing institution.
- G.** *Tuition* shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. However, no tuition waivers shall be provided for receipts supported courses. An Employee of a constituent institution of the University of North Carolina who is a legal resident of North Carolina shall qualify as a resident for tuition purposes, irrespective of the length of legal residency in the State.
- H.** *Year* shall mean a fall semester, spring semester and the summer sessions that follow, unless otherwise specified.

III. TUITION/FEE WAIVER LIMITATIONS

Employees of an employing institution may, during the period of normal employment, enroll in certain courses free of charge of tuition, as described in this Policy, provided the enrollment does not interfere with normal employment obligations.

The waiver of tuition and fees for an employee shall be limited to three (3) courses per year. The employee must maintain Employee status, as defined above in Section II.A., for the duration of the course. Otherwise, the employee shall be responsible for payment of all applicable tuition and fees. However, this payment requirement shall not apply to an employee who is eligible under this Policy at the time of enrollment in a course, and is later reduced in force (SHRA) or separated for budgetary reasons (EHRA) prior to completion of the course. This exception does not apply to the end of a time limited or term position.

Tuition wavier enrollments of an employee shall not be counted for the purpose of receiving general fund appropriations.

IV. EMPLOYING INSTITUTION'S RESPONSIBILITIES

Prior to conferral of the privilege of tuition waiver, the employee's supervisor shall make an administrative determination that enrollment in the course shall not interfere with the satisfactory performance of the employee's normal employment obligations.

V. ENROLLING INSTITUTION'S RESPONSIBILITIES

The Provost/VC for Academic Affairs of the enrolling institutions or his or her designee shall determine the following:

- Whether the employee seeking to enroll under this Policy is academically eligible for admission to the institution; and
- Whether space is available for the employee's enrollment in the course.

VI. EMPLOYEE RESPONSIBILITY

Employees are responsible for the following prior to enrolling in a course:

- Completing the application process required to enroll in the Enrolling Institution. The Employee shall be responsible for the application fee.
- Completing the *Application for Faculty/Staff Tuition/Fee Waiver* form as follows:
 - For the Fall semester and summer sessions - 2 weeks prior to the first day of class,
 - For the Spring semester - no later than the last day of classes of the Fall semester.

Tuition Waiver forms shall not be accepted for late registration.

- Obtaining all required approvals from the Employing institution and/or the Enrolling institutions according to the procedures set forth in this *Policy*. Signatures that are required are those of the Employee's supervisor, Department Head/Chair and the Office of Human Resources' Benefits Manager.
- Delivering one copy of the completed and approved form to the Benefits Manager for final approval. The Benefits Manager will be responsible for informing the employee if the waiver request is approved. If the University is the Enrolling institution, the Benefits Manager will forward copies to the university's Student Accounts/Third Party Billing offices.
- If enrolling in an institution other than the University, the Employee must provide an approved copy to the proper authority of the Enrolling institution within that Enrolling institutions deadlines.
- Register for class by the Enrolling institution's approved process and deadlines.

Any changes to the original application (such as a change in the course, course number, date and time of scheduled classes) made after submitting the original form **must** be submitted on a revised

form and be signed by the same individuals mentioned above. Failure to comply with this requirement may result in denial of the tuition waiver benefit and require the Employee to pay all costs (tuition and fees) normally associated with attendance.

VII. ENROLLING IN CLASSES

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

Tuition waiver participants may enroll in a course during their normal work hours 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.

VIII. POLICY VIOLATION

Any Employee who willfully misrepresents the Employee's eligibility for benefits provided under this policy or who knowingly aids or abets an applicant to misrepresent the applicant's 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 the Employee's work hours, in violation of University policy.

IX. TAXABILITY

Federal law requires that certain employer-provided educational expenses be included in an employee's gross income. Under the Internal Revenue Code, employer-paid tuition (through tuition waivers or educational assistance reimbursements) for courses for which an employee receives academic credit may be considered taxable income if the employee receives more than \$5,250 in assistance in a calendar year. If the course(s) maintain or improve skills needed in the employee's present work, the educational assistance amount will not be considered taxable, even if it exceeds \$5,250. However, if any of the course(s) taken in the calendar year are part of an advanced-degree program (graduate credit) that will qualify the employee for a new trade or profession (even if the employee does not plan on entering that trade or profession), The University must include the value of the course(s) that exceeds \$5,250 as part of the employee's wages and withhold appropriate taxes from the employee's wages.