

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO  
APPLICATION FOR FACULTY AND STAFF TUITION WAIVER**

Full Name of Applicant \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Employing Institution \_\_\_\_\_  
Position/Title \_\_\_\_\_ Department \_\_\_\_\_  
Campus Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
Length of Employment \_\_\_\_\_  
This Waiver is Being Used for: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_  
This Course is Being Taken at: UNCG \_\_\_\_\_ Another UNC System School \_\_\_\_\_  
You are Classified as: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_  
You are Classified as: SPA \_\_\_\_\_ EPA \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**CERTIFICATION OF SPACE AVAILABLE**

***In lieu of completing this section, an official copy of your registration from UNCGenie may be attached.***

Instructor's Name \_\_\_\_\_ Department \_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_  
Term: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_  
Signature below indicates space is available in the above course to accommodate this request.

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**To be completed by the employing institution:**

Enrollment tuition-free in the course identified above will not interfere with or conflict with the satisfactory performance of normal employment obligations by the above named applicant.

**Signature/Title of Immediate Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**To be completed by responsible party for UNCG faculty and staff only:**

This applicant has my permission to enroll in the above course. Arrangements have been made for the applicant to fulfill his employment obligations. I certify that his/her appointment/employment is full-time.

**Signature of Department Head/Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**To be completed by the enrolling institution:**

The above named applicant has been found academically eligible to enroll in the course identified above. There is space available for the above-named applicant to enroll tuition-free in the course identified above.

**Signature of Enrolling Institution** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Provost or Cashier's Office**

**NOTE:** The completed form must be presented (by the applicant) to the Office of the Provost for EPA faculty and EPA non-faculty OR to the Cashier's Office for SPA staff for processing.

**White Copy for Cashier's Office**

**Yellow Copy for Provost**

**Pink Copy for Applicant**

## TUITION WAIVER PROGRAM

The University of North Carolina at Greensboro provides a Tuition Waiver Program for eligible University employees. The purpose of the Tuition Waiver Program is to provide an opportunity for eligible employees to have tuition and fees waived for a course taken at any of the 16 campuses of the University of North Carolina. An employee is allowed a maximum of three (3) courses per academic year with no limitation as to the number of courses that can be taken each term. The Tuition Waiver Program does not cover special course fees, enrollment in correspondence courses, extension courses, or noncredit courses offered through CALLDCL.

### A. Eligibility Requirements

- Participation is limited to **permanent** employees who are regularly scheduled to work 30 hours (75% time) or more each week.
- Space must exist in the specific class or course. **NOTE: The employee is responsible for registering for the course in addition to completing the tuition waiver application. This form is not in lieu of the normal course registration procedure.**
- The employee who enrolls in a tuition waiver course is required to complete the full schedule of work of his/her normal employment obligations.

### B. Application Process

*The application process for the University employee who is taking a course at the University of North Carolina at Greensboro is as follows:*

- Complete this form in triplicate and submit to the Cashier's Office by the appropriate payment deadline.
- Obtain advance signature approval of the instructor or attach an official copy of your registration from UNCGenie to verify certification of space available.
- Deliver the completed form in triplicate to the Office of the Provost for EPA faculty and EPA non-faculty OR to the Cashier's Office for SPA staff for approval **PRIOR** to the institution's payment deadline. Please note that this application process must be completed for each term during which a course is taken.
- Following verification and approval by the Provost for Academic Affairs or the Cashier's Office, the employee is responsible for **delivering** the application waiver form to the institution at which the course will be taken within the tuition waiver processing deadlines for that institution.
- Graduate level courses may be taxed under IRS Code Section 127. A "**Required Supplement to Faculty/Staff Tuition and Fee Waiver Request for Graduate Level Courses Form**" must be completed along with the application if you are considered an Out-of-State student.