

Appendix E-2

NORTH CAROLINA A & T TUITION WAIVER PROGRAM

All permanent employees who are regularly scheduled to work at least 30 hours each week are eligible to participate in the Tuition Waiver Program (TWP). The purpose of the TWP is to provide an opportunity for eligible employees to take a course and have the tuition waived at North Carolina A & T State University or any of the other 15 constituent institutions of the University of North Carolina. Participation is voluntary. Tuition waiver is allowed for one course per fall and spring semester of the regular academic year and one course during the combined summer sessions (a total of three courses per year).

Correspondence courses, continuing education courses, extension courses, or other instruction principally supported by receipts are "not" covered under the TWP. Also, it does not apply to expenses such as travel, laboratory and material fees. To participate in the program an employee must:

- Maintain permanent employment status and be regularly scheduled at least 30 hours each workweek for the entire semester during which the course is taken. If this status changes during the period of attendance, the employee will be billed for tuition for the entire semester unless he/she officially withdraws from the course.
- Apply and be approved for admission through the appropriate admissions office within the specified deadlines.
- Register for courses in accordance with instructions for the program under which the employee is admitted. A space must exist in the specific class or course.
- Attend class outside of his/her established work schedule. Supervisor may alter an employee's work schedule to permit him/her to attend courses. Attendance at lectures, meetings or other activities associated with the TWP is not counted as work time.
- Continue to meet normal employment obligations. Departments are encouraged to use flextime options to accommodate employee participation.

An application for tuition waiver must be completed for each semester or summer session a class is taken. Application procedures for an NC A & T employee participation in a course at NC A & T are as follows:

1. Complete the tuition waiver form for A & T employee.
2. Obtain advance signature approval of the department head. The department head should return the approved (or disapproved) request promptly so that the employee can meet application deadlines.
3. Obtain signature verification of eligibility from the Human Resources Department
4. Submit the form, with appropriate approval to the Office of the Associate Vice Chancellor for Academic Affairs before the first day of class in the semester.

Application procedures for an NC A & T employee participation in a course at another campus are as follows:

1. Complete the tuition waiver form for the NC A & T employee.
2. Obtain advance signature approval of the department head. The department head should return the approved (or disapproved) request promptly so that the employee can meet application deadlines.
3. Obtain signature verification of eligibility from the Human Resources Department.
4. Submit the form to the institution at which the course will be taken within the appropriate deadlines for that institution.
5. Comply with any additional regulations of the enrolling constituent institution.

The Office of the Associate Vice Chancellor for Academic Affairs administers the Tuition Waiver Program and is responsible for making available tuition waiver application forms and processing the applications. The Office of Human Resources is responsible for verifying the employee's eligibility status.