UNCW
HUMAN RESOURCES

Clear Form

Print Form

APPLICATION FOR TUITION WAIVER OR BENEFIT AND FEE WAIVER
FOR UNCW EMPLOYEES PARTICIPATING IN RETIREMENT SYSTEM

Check box that applies: ☐ Tuition and Fee Waiver *(Spring and Fall Terms)* ☐ Tuition Benefit and Fee Waiver *(Summer Terms Only)*

This form is not a substitute for admission to the university or for registration in a course.

****YOU MUST COMPLETE A SEPARATE FORM FOR EACH CLASS YOU WISH TO HAVE YOUR TUITION WAIVED.****

1. Name of Employee & Banner ID #:
2. Employee's Dept. / Institution:
3. Job Title of Current Position: Retirement System: ☐ TSERS ☐ ORP
4. Institution Offering Course: *(Institution must be in UNC system.)*
5. Term When Course Will Be Offered: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year
6. Title of Course:
7. Dept./Course #: Section #: Credit Hours:
8. Day(s) Attending Course: Time:
9. Level of Course: ☐ Graduate ☐ Undergraduate ☐ MBA
10. Course to be Taken for Credit ☐ Course to be Audited ☐
11. Type of Leave Requested:
    - ☐ Course will be taken outside of normal hours
    - ☐ Vacation; comp time; or schedule adjustments only
    - ☐ Educational leave without pay
    - ☐ Educational leave with pay (for job related course)
12. _____ _____
    Employee's Signature — Date

I understand that tuition waiver or benefit and fee waiver may be subject to federal and state taxes.

13. _____ _____
    Approval: Supervisor's Signature — Date
14. _____ _____
    Approval of Course & Time Specified: Department Head's Signature — Date
15. _____ _____
    Approval of Eligibility: Human Resources' Signature — Date

Any class change must be resubmitted and approved by the employee's supervisor, department head and human resources
Application to the university must be made through the appropriate admissions office.
Employees who apply for financial aid must disclose their tuition and fee waiver status to the Office of Financial Aid & Veteran Services.
Re-enrollment must occur only if the employee does not take a course in subsequent terms (summer excluded).

Distribution of copies: *Human Resources* *Student Accounts* *Employee*