**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor

 Scott R. Douglass, Vice Chancellor, Finance and Administration

SUBJECT: POL 07055.07 – Tuition Waivers for Faculty and Staff

DATE: June 1, 2016

We encourage all eligible employees at NC State to take advantage of the Tuition Waiver Benefit. North Carolina General Statute section 116-143, authorizes the Board of Governors to provide a waiver of tuition and fees for faculty and staff under certain conditions. The Board of Governors exercised that authority and delegated to the President the authority to issue rules and regulations to implement the waiver of tuition and fees. The President issued regulation 1000.2.2.1, which permits each institution to establish a tuition and fee waiver policy by action of the Board of Trustees. This policy is established under that authority.

Each of the sixteen Universities has the authority to set their own policies in regards to the administration of the three waiver per academic year benefit and policies can vary greatly by institution. Employees must follow the policies of the institution at which they are registering for classes. The policies and procedures for using a tuition waiver at NC State University can be found at: <https://treasurer.ofb.ncsu.edu/cashier/employees/regulations.php>

It is the employee's responsibility to ensure and understand that:

* A completed and signed tuition waiver is submitted to the Cashier's Office by the posted deadlines each semester. Tuition waivers cannot be accepted after the deadline or processed retroactively.
* If an employee withdraws from a tuition-waived class after the last date to register, add, or drop with a tuition adjustment, the dropped course(s) counts towards the total waivers allotted per academic year.
* Only the classes listed on the form will have the tuition waived and employees will be charged at the appropriate rate for the hours of registered courses not listed or eligible for the tuition waiver.
* All changes to course schedules, which includes voluntary or involuntary cancellation, must be submitted on a corrected and approved Tuition Waiver Application. Therefore, if a class for which an employee has received a tuition waiver is cancelled, the employee needs to provide a new Tuition Waiver Form for the substituted class.
* Labs/practicum that are taken as part of or a requirement for a class are counted as one class for the purpose of calculating the waiver; whereas labs/practicum that are taken with a class, but not required as part of the class, are counted as a separate class and requires the use of two waivers.

The policies and procedures for this employee benefit are firm and cannot be waived nor appealed. Employees are strongly encouraged to familiarize themselves with these policies and to consider their impact when making enrollment decisions.