

Tuition Waiver Program - Guidelines

The Tuition Waiver Program provides an opportunity for an eligible employee to have the tuition waived for up to three courses taken at any of the constituent institutions of The University of North Carolina system. An employee may have tuition waived for three courses per academic year, provided that such enrollment does not interfere with the employee's normal employment obligations.

This program is available to full-time employees in permanent positions of any institution of the University of North Carolina system, and to employees under military or civilian orders in campus ROTC programs. Temporary employees and adjuncts are not eligible.

Prior to the beginning of the academic semester, the Office of Human Resources sends an announcement via campus email outlining the application deadline information.

Special course fees and fees for enrollment in correspondence courses, continuing education courses, or other instruction principally supported by receipts from enrollees are not covered under the program. It also does not apply to expenses such as travel, laboratory, books and materials.

Eligibility Requirements:

1. Employment in a permanent UNC system position at least 30 hours per week / 9 months per year.
2. Participation is limited to employees who meet the requirements for admission to the University and who have been duly admitted by the Office of Admissions.
3. UNC Asheville, through its department heads, reserves the discretion to determine if any course, by itself or in combination with others, interferes with employment obligations.
4. Courses are to be taken during non-working hours, if available. If courses are taken during the employee's normal working hours, time must be made up unless the class is directly work related. This determination is made by the employee's supervisor in consultation with the division Vice Chancellor.
5. Temporary employees and adjuncts are not eligible for this waiver.

Employee's Responsibility in the Application Process:

1. Apply for and be accepted to the University by the Office of Admissions.
2. Complete the Tuition Waiver Application by the established deadline. Some universities require that employees use their university's Tuition Waiver Application form rather than UNC Asheville's. This is permissible, but the employee must also forward a copy of the approved form to UNC Asheville's Office of Human Resources.
3. Obtain the approval signature of your immediate supervisor.
4. Return completed Application form, with required signatures, to the UNC Asheville Office of Human Resources (HR). To ensure your application reaches the appropriate offices in a timely manner, it is suggested the employee obtain all signatures in person and deliver the completed application to the HR.
5. Approximately 2 weeks after the "Add/Drop" date of classes, please check your on-line account online to ensure that your application has been processed. If you have questions, please call Alexis Levenson, Director of Student Accounts, at 828-251-6608.

