



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

Check box that applies: Tuition and Fee Waiver: Tuition Benefit and Fee Waiver
(Spring and Fall Terms) (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 Department:

3. Residency: In-state Out-of- state

4. Institution Offering Course:

(Institution must be in UNC system.)

5. Term When Course Will Be Offered: Year:

Fall Spring Summer I Summer II Summer Full Term

6. Title of Course:

7. Dept./Course #: Section #: Credit Hours:

Required Lab Lab Section #

8. Day(s) Attending Course: Time:

9. Level of Course: Graduate Undergraduate MBA

10. Type of Leave Requested: Course will be taken outside of normal hours
Vacation; comp time; or schedule adjustment only
Educational leave without pay
Educational leave with pay (for job related course)

11. Employee's Signature Date
I understand that tuition waiver or benefit and fee waiver may be subject to federal and state taxes.

12. Approval of Course & Supervisor's Signature Date
Time Specified:

13. Approval: Department Head's Signature Date

14. Approval of Eligibility: Human Resource's Signature Date

Any class change must be resubmitted and approved by employee's supervisor, department head and human resources in order to receive tuition waiver.
Application to the university must be made through the appropriate admission's office.
Employees who apply for financial aid must disclose their tuition and fee waiver status to the Office of Financial Aid & Veteran Services.

Distribution of copies: Human Resources Student Accounts Institutional Research Employee

For Internal Use:
Posted Reviewed