



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

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: 850_____

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: _____ Level of Course: Graduate Undergraduate
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. 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 (attach documentation)

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

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

13. _____ Approval: Department Head's Signature Date

After obtaining above signatures, please EMAIL to TUITIONWAIVERS@UNCW.EDU to obtain HR Signature*

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.

For Internal Use: Posted _____

Reviewed: _____

*A copy of the approved form will be emailed to the employee