

Adopted 10/22/77
Amended 02/08/91
Amended 12/01/99
Amended 10/12/01

Regulations on Implementing Policy on Waiver of Tuition and Fees for Faculty and Staff

North Carolina General Statute § 116-143 provides for a waiver of tuition and fees for faculty and staff under certain conditions. The Board of Governors, in a resolution adopted October 14, 1977, delegated to the president the authority to issue regulations. The following regulations are adopted.

1. With respect to the provisions of N.C.G.S. § 116-143 the following terms are defined:
 - a. **“Tuition”** shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, a student may receive a waiver for receipts-supported courses.
 - b. **“Fees”** shall mean those student fees required for attendance at an institution related to credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, a student may receive a waiver for receipts-supported courses.
 - c. **“Full-time faculty member”** and **“full-time staff member”** shall mean a person who is employed by an employing institution in a permanent job position on a recurring basis and who works 30 or more hours per week for nine or more months per calendar year; provided, that the terms “full-time faculty member” and “full-time staff member” shall include (1) personnel of the United States armed forces during the time they are assigned under military orders to an ROTC program of a constituent institution of the University of North Carolina as a permanent change of station and (2) civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.
 - d. **“Employing institution”** shall mean an institution of the University of North Carolina, including the North Carolina School of Science and Mathematics and the University of North Carolina Hospitals at Chapel Hill, which is the employer of record of the faculty or staff member; provided, that the General Administration shall be the employing institution of those persons of whom the General Administration is the employer of record.
 - e. **“Period of normal employment”** shall mean that period of time beginning with the undertaking of full-time employment under written or oral contract within The University of North Carolina and ending with the satisfaction or discontinuation of the contract(s) for full-time employment.
 - f. **“Normal employment obligations”** shall mean those services that the faculty or staff member is obligated by written or oral contract to perform for the employing institution.

- g.** "Year" shall mean a fall semester, spring semester, and the summer sessions that follow or courses taken as distance education.
2. Prior to conferral of the privilege of waiver of tuition and/or fees the chancellor of the employing institution, or the chancellor's delegate, shall make an administrative determination that enrollment in the course will not interfere with the satisfactory performance of the faculty or staff member's normal employment obligations.
 3. Prior to conferral of the privilege of tuition and/or fee waiver the chancellor of the enrolling institution, or the chancellor's delegate, shall make an administrative determination (1) that the faculty or staff member seeking to enroll under the tuition/fee waiver is academically eligible for admission to the course and (2) that there is space available for that enrollment in the course.
 4. The waiver of tuition for a faculty or staff member shall be limited to not more than two courses per year.
 5. The waiver of fees for a faculty or staff member shall be limited according to institutional policy determined by the Board of Trustees.
 6. Tuition-free enrollments by faculty and staff shall not be counted for the purpose of receiving general fund appropriations.
 7. Prior to the commencement of a course for which tuition and/or fee waiver is to be requested, the faculty or staff member to receive the waiver, shall:
 - a. Complete and have properly endorsed the form (which is attached to and made a part of these regulations) entitled "Application for Faculty/Staff Tuition/Fee Waiver."
 - b. Deliver one copy of the completed and endorsed application to: (1) the chancellor, or chancellor's delegate, of the employing institution; and (2) the chancellor, or chancellor's delegate, of the enrolling institution if other than the employing institution.
 8. The chancellor of each institution shall establish such procedures and make such delegations of authority, consistent with these regulations, as the chancellor may deem necessary or desirable to implement the faculty/staff tuition/fee waiver privilege.
 9. With respect to tuition/fee waiver for staff of the General Administration, the vice president for finance shall have the authority and the duty to function in all respects as a chancellor under these regulations.
 10. The chancellors of the constituent institutions and the vice president for finance shall provide to the office of the president copies of any policies or procedures they may establish pursuant to these regulations.

[This is a rewrite of Administrative Memorandum #92 and #401.]