

ADMINISTRATIVE MEMORANDUM

SUBJECT Tuition waiver for faculty and staff
under G.S. 116-143

NUMBER 401

DATE December 1, 1999

Administrative Memorandum Number 92 (dated October 22, 1977) published regulations issued by the president for the tuition waiver available to full-time faculty and staff under G.S. 116-143 as amended by Chapter 605, 1977 Session Laws. On February 8, 1991, the president issued amended regulations for the waiver. (These appear at Section X-C-1-4 of the Administrative Manual of The University of North Carolina.) Both the 1977 and the 1991 regulations had been issued under a resolution by the Board of Governors authorizing "the President to issue such additional rules and regulations as [s]he may deem required or useful for uniform application throughout the University of the tuition waiver privilege." Now, in consequence of the change to the funding basis of extension and distance education courses, including on-line courses (from receipts-supported funding to appropriations-based funding), the definition of "tuition" at Section 1a of the prior regulations is hereby amended to read:

a. "Tuition" shall mean the tuition charged for credit instruction for which the funding is appropriations-based, regardless of when the instruction occurs or by what means it is delivered, and shall not mean charges or fees for enrollment for instruction, such as Summer Term instruction, which is principally supported by receipts from enrollees.

Further, to provide the tuition waiver to (1) nonresident aliens who occupy permanent, full-time positions within the University, and (2) those federally-employed civilians working in support of a constituent institution's ROTC program, the definition of "full-time faculty member" and "full-time staff member" at Section 1b is hereby amended to read:

b. "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.

The tuition waiver regulations, as amended, are reissued in the form attached to this Administrative Memorandum. As amended, the regulations are effective for enrollments Spring Term 2000 and later. Questions concerning this Administrative Memorandum may be addressed to Mr. David Edwards, associate vice president for legal affairs.



Molly Corbett Broad

Attachment: Administrative Policies

cc: Ms. Kitty McCollum
Mr. David Edwards
The Vice Chancellors for Academic Affairs
The University Attorneys
The Senior Human Resource Administrators
The Benefits Representatives

**Administrative Policies of The University of North Carolina
Concerning Waiver of Tuition for Faculty and Staff**

North Carolina General Statutes Section (G.S.) 116-143 provides for a waiver of tuition 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 incident to implementation of the waiver. The following regulations, amending those of February 8, 1991, are hereby adopted, effective for enrollments Spring Term 2000 and later.

1. With respect to the provisions of G. S. 116-143 the following terms are defined:

a. **"Tuition"** shall mean the tuition charged for credit instruction for which the funding is appropriations-based, regardless of when the instruction occurs or by what means it is delivered, and shall not mean charges or fees for enrollment for instruction, such as Summer Term instruction, which is principally supported by receipts from enrollees.

b. **"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.

c. **"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, and provided further, that the institution at which personnel of the United States armed forces and federally employed civilian personnel, referenced in Section 1d, above, regularly perform services shall be the employing institution of such personnel.

d. "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.

e. "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.

2. Prior to conferral of the privilege of waiver of tuition 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 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 tuition-free 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 one course per semester.

5. Tuition-free enrollments by faculty and staff shall not be counted for the purpose of receiving General Fund appropriations.

6. Prior to the commencement of a course for which tuition waiver is to be requested, the faculty or staff member, to receive the waiver, shall:

a. Complete and have properly endorsed the form entitled "Application for Faculty/Staff Tuition Waiver" (the "Application"), which is attached to and made a part of these regulations.

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.

7. 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 waiver privilege. This may include reordering, expansion, or supplementation (but not reduction) of the elements of the Application.

8. With respect to tuition waiver for staff of the General Administration, the vice president-finance shall have the authority and the duty to function in all respects as a chancellor under these regulations.

9. The chancellors of the constituent institutions and the vice president-finance shall provide to the Office of the President copies of any policies or procedures they may establish pursuant to these regulations.

APPLICATION FOR FACULTY/STAFF TUITION WAIVER
THE UNIVERSITY OF NORTH CAROLINA

1. Full name of applicant:

2. Employing institution:

3. Faculty rank and/or title (and, if service member or civilian in support of ROTC program, so state):

4. Months (by name) of calendar year in which University employment services are rendered:

5. Institution offering the course you wish to take tuition-free: _____
6. Semester(s) in which course will be offered:

7. Title of course:

8. Course number:

9. Credit hours of course to be earned:

10. Contact hours of course:

11. Level of course (graduate, undergraduate, special, etc.):

12. Is there any course at a public or private educational institution that you intend to take, whether for credit or not, during the same semester as that during which you wish to take the course identified in item #7? Yes ___ No ___ If "yes," set forth on the back of this application the name of the institution offering the course and the particulars therefor identified in items #7, 8, 9, 10, and 11.

APPLICANT: I hereby certify that I have completed this application fully and accurately to the best of my knowledge.

(signature) _____ (date) _____

FOR THE EMPLOYING INSTITUTION: Enrollment tuition-free in the course identified above will not interfere with the satisfactory performance of normal employment obligations by the above-named applicant.

(signature) _____ (date) _____
(title) _____

FOR THE ENROLLING INSTITUTION: The above-named applicant has been found academically eligible to enroll in the course identified above. There is space available for the above-named applicant to enroll tuition-free in the course identified above.

(signature) _____ (date) _____
(title) _____