2005.001 Faculty/Staff Tuition and Fee Waiver

Authority: NC §116-143

History: First Issued: 07/26/2006
Revision History:
08/10/2006 Eliminated SSN/Added Banner ID
04/09/2009 Changed from 3 to 2 classes
08/06/2009 Added Reference to §127
12/13/2010 Changed from 2 to 3 classes
08/12/2014 Updated Employee Classification from SPA to SHRA and EPA to EHRA
04/01/2016 Updated Employment Requirements to Maintain Use of Waiver
06/10/2016 Updated for Electronic Submission and removed Summer from Study Abroad Program exclusion
11/01/2018 Updated for Electronic Submission and removed Summer from Study Abroad Program exclusion

Related Policy: N/A

Additional References:
UNC Policy Manual 1000.2.2
UNC Policy Manual 1000.2.2.1 [R]
Administrative Memorandum # 92
Administrative Memorandum# 401
North Carolina General Statute 116-143

Last Reviewed: November 2, 2018

I. Purpose: North Carolina General Statute section 116-143 and Administrative Memorandum's #92 and #401 authorize the Board of Governors to provide a waiver of tuition and fees for faculty and staff under certain conditions. The UNC System Board of Governors, Policies and Procedures, Section 1000.2.2, has adopted regulations to implement the waiving of tuition and fees for qualified faculty and staff.

II. Policy Statement:

- Eligibility: Any permanent SHRA, CSS, or EHRA employee of any of the institutions listed below working 30 or more hours per week is eligible for this waiver.
  - East Carolina University
  - Any constituent institution of the University of North Carolina,
  - The North Carolina School of Science and Mathematics
  - The University of North Carolina Hospitals at Chapel Hill
  - Military personnel assigned to ROTC programs while under orders

Employment and class registration must occur on or before the "Last day for Registration and Schedule Changes" per the University’s Academic Calendar. Employees seeking enrollment must be academically eligible for the course and must maintain employee
status, as defined above for the duration of the course. Otherwise, the employee is responsible for payment of all applicable tuition and fees. The payment requirement shall not apply to an employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SHRA) or separated for budgetary reasons (EHRA) prior to completion of the course. This exception does not apply to the end of a time-limited or term position. Tuition/Fee Waivers will be granted based on space availability in the course.

Courses Covered: An eligible employee is allowed to take a total of three credit-bearing classes each academic year (fall, spring, summer I, 11 week and summer II) without being charged tuition and required fees (university fees, educational and technical fees, and health service fees.) If additional courses are taken, the student will be charged for additional courses at the appropriate level of block hour billing. Remedial math classes are taught on a contractual basis between ECU and Pitt Community College; therefore, the special fee for these classes is not subject to the waiver. Study Abroad programs are excluded from waiver eligibility.

Amount Eligible for Waiver: Tuition and Fee amounts subject to waiver include only resident and non-resident tuition, and required fees. Tuition and Fee amounts are published on the Cashier’s Office web page on a term by term basis. The waiver of required fees does not include charges such as audit fees, application fees, enrollment fees, late registration fees, processing fees, textbooks and supplies or other university approved fees. Waivers cannot be applied to Special Course Fees such as music, nursing, clinical assessment, and other fees associated with Exercise and Sports Science (EXSS) classes. These fees are solely the responsibility of the student.

- The employee is responsible for additional costs incurred for enrolling in additional classes.
- Lecture and labs are considered two distinct courses as long as the lecture and lab can be taken separate and apart and results in the use of two waivers. If the lecture and lab cannot be taken separate and apart, then only one waiver is used.
- When there is a conflict between the waiver request and block hour billing, the Cashier’s Office will contact the student to resolve the issue.
- Amounts within block hours are not pro-rated.
- Amounts credited to a student’s account for a waiver(s) will be calculated based on the number of waivers requested on the waiver form.
- Employees, like all other students, will be charged the university’s current processing fee related to withdrawals effective November 1, 2006.

Course Scheduling: An eligible employee utilizing a faculty/staff tuition and fee waiver should make every effort to enroll in courses offered during non-business work hours. If a course is taken during business/working hours, employees will be required to use annual leave or adjust their work schedule. The Department Head shall bear responsibility for
ensuring that the employee completes the full schedule of work encompassed by his/her normal employment obligations. So SHRA and CSS employees must complete the section of the waiver form concerning work and class schedules and obtain their Department Head’s signature on the waiver form.

Completing and Submitting a Waiver Form: An ECU employee must request a Faculty/Staff Tuition Waiver online. The online process can be accessed in the employee portal in Banner Self Service through ECU Pirate Port. No paper forms will be accepted for this request. After the electronic approval process has been completed, the waiver request will be submitted electronically through Banner Self Service to ECU Cashier’s Office at tuitionwaivers@ecu.edu. (see Appendix A)

ECU employees that are requesting a faculty/staff waiver for another UNC Institution must request manager approval of the waiver online through ECU Pirate Port as indicated above. Once approved, the employee must contact the UNC Institution for their submission requirements.

Employees of other UNC constituent institutions as outlined in the Eligibility section should complete the waiver document required by their home institution and submit it to ECU’s Cashier’s Office at tuitionwaivers@ecu.edu.

Employees should follow the guidance listed below when making changes to their class schedule after submission of a waiver form:

- If the employee adds a second class to his/her schedule or changes the original requested class, please complete an additional waiver form, secure appropriate approvals and submit the form to the Cashier’s Office by the last published date for schedule changes.

- If the employee withdraws during the first five days of class, the waiver(s) is not counted as used. If the employee withdraws on/or after the sixth day of class, the waiver is counted as used unless the employee wishes to pay the tuition and fee charges based on the University’s graduate refund schedule.

- **Deadline for Submitting a Waiver:** All fully completed waivers must be received at tuitionwaivers@ecu.edu on or before 5:00PM on the published "last day for registration and schedule changes" per the University's academic calendar. No waivers will be considered after this date.

- **Processing Fee and Schedule Cancellation:** The processing fee and schedule cancellation deadlines for each semester do apply to faculty/staff members who have not made sufficient payment on their student account. Sufficient payment is defined as payment in full,
faculty/staff waiver that covers the entire balance on account, authorized and/or memo financial aid, and/or enrollment in the Faculty/Staff payment plan.

Waiver Reporting: Waivers are generally reportable either as income or as a reduction to qualified tuition on the employee’s Form W-2 or 1098T respectively. The employee’s enrollment status as an undergraduate or graduate student determines the appropriate tax treatment for the waiver granted.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Form</th>
<th>Tax Treatment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>1098-T</td>
<td>Reduction in qualified tuition</td>
<td>§117 (d), §6050S(b)(2)(B)</td>
</tr>
<tr>
<td>Graduate</td>
<td>W-2</td>
<td>Income $5,250 exclusion*</td>
<td>§117 (d), IRS §127, IRS Publication 970</td>
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Depending on prevailing tax laws, the value of the tuition waiver at the graduate level may be excluded from income if the course is deemed to be job related. To meet the federal job relationship definition, the course must maintain or improve skills required for the job, or be required by the employer as a condition of continuing employment. If the course is needed by the employee in order to meet the minimum education requirements of the job, the job relationship definition for tax exclusion may not be used. It is the responsibility of the employee and supervisor to determine if the course is “job related” or “required for continued employment” and mark the appropriate box on the Tuition Waiver form.

NOTE: *ECU’s Faculty/Staff Tuition Waiver program is a qualified educational assistance program; therefore, §127 allows for amounts up to $5,250 - that would normally be taxable under §117(d) - to be excluded from W-2 reporting for graduate students. Any waiver benefits in excess of $5,250 that are not job related are taxable and reportable on W-2 forms. Additionally, the value of any educational expenses (tuition and fees) paid by faculty/staff tuition and fee waiver cannot be used as the basis for any tax deduction or credit. So faculty/staff tuition waiver amounts will continue to be reported on 1098-T forms as a scholarship/grant.

III. Distribution
Cashiers & Cashier Website
Human Resources
University Cashier
Student Accounting
Director, Student Financial Services
Payroll
Financial Services
Log in to ECU Pirate Port with your ECU employee credentials:

Once in ECU PiratePort, click on the Banner Self Service link or type Banner Self Service in the search bar.
In ECU Banner Self Service, select employee:

In ECU Banner Self Service, select Tuition Waiver Request:
Select “Click here for ECU Courses” if you are a current ECU Employee taking classes at ECU.
Select “Click here for non-ECU Courses” if you are a current ECU Employee taking classes at another UNC institution.

Select the registered academic term and click OK
Select the class you would like to use the waiver for and select “yes or no” for IRS tax exemption, then click OK.

You will receive a message that your waiver has been submitted. The ECU employee and the ECU supervisor will both receive confirmation emails.
The supervisor must meet with the staff/student if the class hours are within work hours. Please note that any changes in work schedule must be approved prior to approval of the waiver. See Appendix B for Work Schedule Form.

Supervisors must log into ECU Pirate Port and approve/deny the waiver through ECU Banner Self Service. Once the waiver has been approved/denied, the ECU employee will receive an email notification that the manager has completed the waiver request.
In ECU Banner Self Service, select Employee – Tuition Waiver – View Status

If the waiver is approved, the waiver information will be electronically submitted to tuitionwaivers@ecu.edu and will be processed by the Cashier’s Office prior to the cancellation deadline for the current term.
APPENDIX B – ADJUSTED WORK SCHEDULE FORM

Employees who are subject to the State Personnel Act (SHRA & CSS) must complete the class schedule, work schedule, and adjusted work schedule request sections of the waiver form.

CLASS ATTENDANCE SCHEDULE: Specify class day(s) and time of class

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday
From: ______________ to ______________

EMPLOYEE’S REGULAR WORK SCHEDULE: Specify work day(s) and work hours

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday
From: ______________ to ______________

Courses taken under a faculty/staff tuition and fee waiver must be scheduled on the employee’s own time. If a course is taken during regular business hours, employees will be required to use annual leave or adjust their work schedule with the prior written approval of their Department Head.

ADJUSTED WORK SCHEDULE REQUEST:

Note: Complete the sections below only when the work schedule has been adjusted to take the aforementioned course(s).

<table>
<thead>
<tr>
<th>Work Week</th>
<th>Hours Worked</th>
<th>Meal Period</th>
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<td>Workweek Totals</td>
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Applicant’s Signature ______________________________ Date ______________

APPROVAL OF ADJUSTED WORK SCHEDULE:

Department Head Signature ______________________________ Date ______________