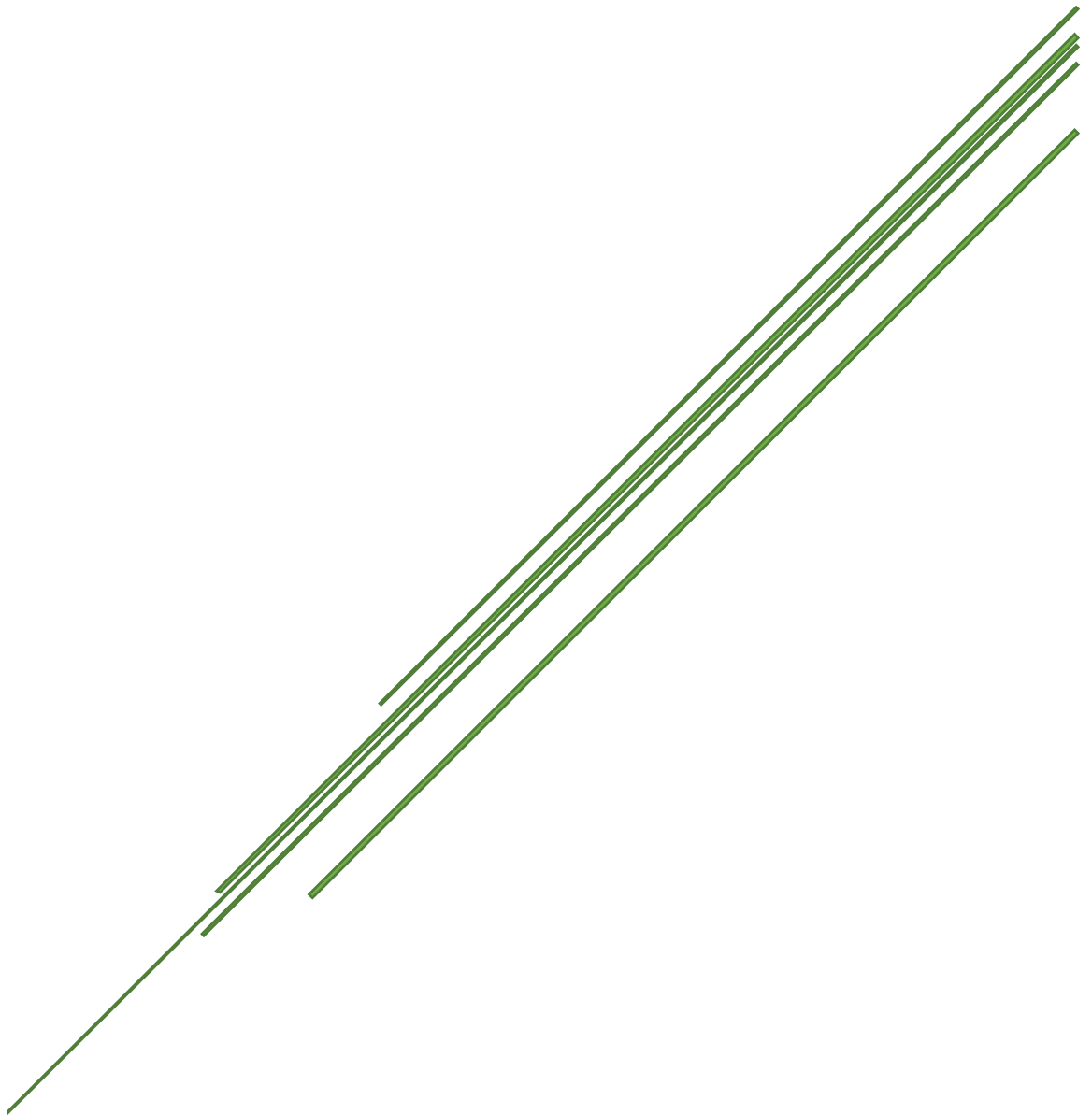


# 2021 TUITION WAIVER GUIDE

UNC CHARLOTTE OFFICE OF LEARNING & ORGANIZATION  
DEVELOPMENT



UNC Charlotte  
January 2021















































## Tuition Waiver Procedures for the Employee, Continued

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### How to cancel an approved tuition waiver

For policy information about dropping courses and cancelling approved tuition waivers, see [Policy on cancelling a tuition waiver](#). When a UNC Charlotte course is dropped BEFORE the drop/add deadline, the waiver will be automatically cancelled.

Follow the steps in the table below to cancel an approved tuition waiver for a non-UNC Charlotte course.

Step	Action
1	Log in to <a href="#">My UNCC</a>
2	Select the <b>Banner Self Service</b> icon
3	Select the <b>Employee</b> tab
4	Click on <b>Tuition Waiver for Employees</b>
5	In the <b>Request #</b> column, click on the hyperlinked number next to the approved tuition waiver you want to cancel
6	Select the button marked <b>Cancel Tuition Waiver</b>
7	Review the information on the page and <b>check the box</b> to confirm your decision to cancel your request for tuition waiver
8	Select the button marked <b>Cancel Tuition Waiver</b>
9	Contact the Bursar/Student Accounts Office at the enrolling institution to ensure your account is up to date.

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## Tuition Waiver Procedures for the Manager

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### Introduction

The tuition waiver program provides a benefit for [eligible employees](#) to have tuition waived for a course taken at UNC Charlotte or any [other university within the University of North Carolina system](#). Employee participation is voluntary and they may take course(s) for professional or career development.

This section of the guide is designed to guide managers through their procedures for reviewing an employee's online request for tuition waiver.

In this context, "procedures" are defined as the pre-established steps an individual takes to complete an action.

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### The manager's role and responsibilities

Managers bear responsibility for encouraging and supporting professional development of their direct-reports. In doing so, they are responsible for following [University Policy 101.1](#) (tuition privileges for certain faculty and staff) and [University Policy 501](#) (non-discrimination). The annual performance appraisal goal setting process is an ideal time to discuss professional development such as tuition waiver.

Employees are [encouraged to tell you](#) about the specific course(s) they plan to take, and, if the class meeting schedule conflicts with their regular work schedule, to work with you to create an alternate work schedule, if possible.

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### If the manager is on leave

If you are on extended leave, tuition waiver requests from your direct-reports will automatically be sent to your manager. Please prepare *your* manager or interim delegate for this responsibility by sharing this guide with them.

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*Continued on next page*



## Tuition Waiver Procedures for the Manager, Continued

**If the request is sent to the wrong manager**

The online tuition waiver process is built on the reporting relationships in Banner. When employees initiate the tuition waiver request in Banner Self Service, they are asked to review and confirm the manager relationship. If the reporting relationship is not corrected, the employee’s request for tuition waiver will be routed to the wrong manager, and processing will be delayed.

To correct the management relationship in NinerTalent and Banner, an individual with administrator-level access in NinerTalent must complete the steps below.

Step	Action								
1	Login to <b>NinerTalent</b>								
2	From the <b>User Group</b> drop-down menu in the top right corner, select <b>Initiator</b>								
3	From the <b>3 Dot Icon</b> in the top left corner, select <b>Position Management</b>								
4	From the <b>Position Descriptions</b> drop-down menu select the relevant <b>position type</b>								
5	Click to select the <b>position</b> that needs a supervisor change								
6	In the upper right corner, click to select the appropriate option: <table border="1" data-bbox="451 961 1385 1230"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>SHRA position</td> <td>Select <b>Update Position Description</b></td> </tr> <tr> <td>EHRA position</td> <td>Select <b>Modify Position Description</b></td> </tr> <tr> <td>Faculty position</td> <td>Select <b>Faculty Modify Position</b></td> </tr> </tbody> </table>	If...	Then...	SHRA position	Select <b>Update Position Description</b>	EHRA position	Select <b>Modify Position Description</b>	Faculty position	Select <b>Faculty Modify Position</b>
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Faculty position	Select <b>Faculty Modify Position</b>								
7	In the <b>Reason For Action</b> field, click to select <b>Supervisor Change</b>								
8	In the <b>Position Change Summary</b> field, specify name and position number of new supervisor, and click <b>Next</b>								
9	On the <b>Supervisory Position</b> tab, search for supervisor name and click the <b>radio button</b> beside the new manager’s name								
10	Click Save								
11	From the <b>Take Action on Position Request</b> drop-down menu, select <b>Submit-Move to HR Review Details</b> .								

*Continued on next page*

## Tuition Waiver Procedures for the Manager, Continued

**How to respond to a request for tuition waiver**

After an employee submits a request for tuition waiver in Banner Self Service, you will receive an automated email with the following instructions for responding to the request.

**Important:** If you are on extended leave, the request for tuition waiver will be sent to *your* manager. Please prepare them by forwarding this guide to them.

Step	Action						
1	Log in to <b>My UNCC</b>						
2	Click on the <b>Banner Self Service</b> icon						
3	Click on the <b>Employee</b> tab						
4	Click on <b>Tuition Waiver for Managers</b>						
5	In the <b>Request #</b> column, click on the hyperlinked number next to the tuition waiver to Review the request(s).						
5	<p>In the <b>Manager Action</b> section, select <b>Approved</b> or <b>Denied</b> based on the criteria outlined in the table below.</p> <table border="1"> <thead> <tr> <th>Option</th> <th>Means ...</th> </tr> </thead> <tbody> <tr> <td><b>Denied</b></td> <td> <ul style="list-style-type: none"> <li>the course meets during the employee’s regular scheduled work hours, and</li> <li>you will deny other such requests for tuition waiver for employees similarly situated, in accordance with <a href="#">University Policy 501</a>, and</li> <li>you have met with the employee to discuss alternate work schedule options and determined that an alternate work schedule is IMPOSSIBLE.</li> </ul> </td> </tr> <tr> <td><b>Approved</b></td> <td> <ul style="list-style-type: none"> <li>the employee’s enrolment in the requested course(s) will not adversely affect his or her normal employment obligations;</li> <li>the employee’s regular work schedule has or will be adjusted to accommodate taking this course and your department’s operations will not be affected adversely by such alteration in schedule;</li> <li>you bear responsibility for ensuring that the employee completes all required employment obligations; and</li> <li>you will approve other such requests for tuition waiver for employees similarly situated, in accordance with <a href="#">University Policy 501</a>.</li> </ul> </td> </tr> </tbody> </table>	Option	Means ...	<b>Denied</b>	<ul style="list-style-type: none"> <li>the course meets during the employee’s regular scheduled work hours, and</li> <li>you will deny other such requests for tuition waiver for employees similarly situated, in accordance with <a href="#">University Policy 501</a>, and</li> <li>you have met with the employee to discuss alternate work schedule options and determined that an alternate work schedule is IMPOSSIBLE.</li> </ul>	<b>Approved</b>	<ul style="list-style-type: none"> <li>the employee’s enrolment in the requested course(s) will not adversely affect his or her normal employment obligations;</li> <li>the employee’s regular work schedule has or will be adjusted to accommodate taking this course and your department’s operations will not be affected adversely by such alteration in schedule;</li> <li>you bear responsibility for ensuring that the employee completes all required employment obligations; and</li> <li>you will approve other such requests for tuition waiver for employees similarly situated, in accordance with <a href="#">University Policy 501</a>.</li> </ul>
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6	Answer the <b>Job Related</b> question by selecting <b>Yes</b> or <b>No</b>						
7	Click <b>Submit</b> . <b>Result:</b> You and the employee will receive an automated email confirmation.						