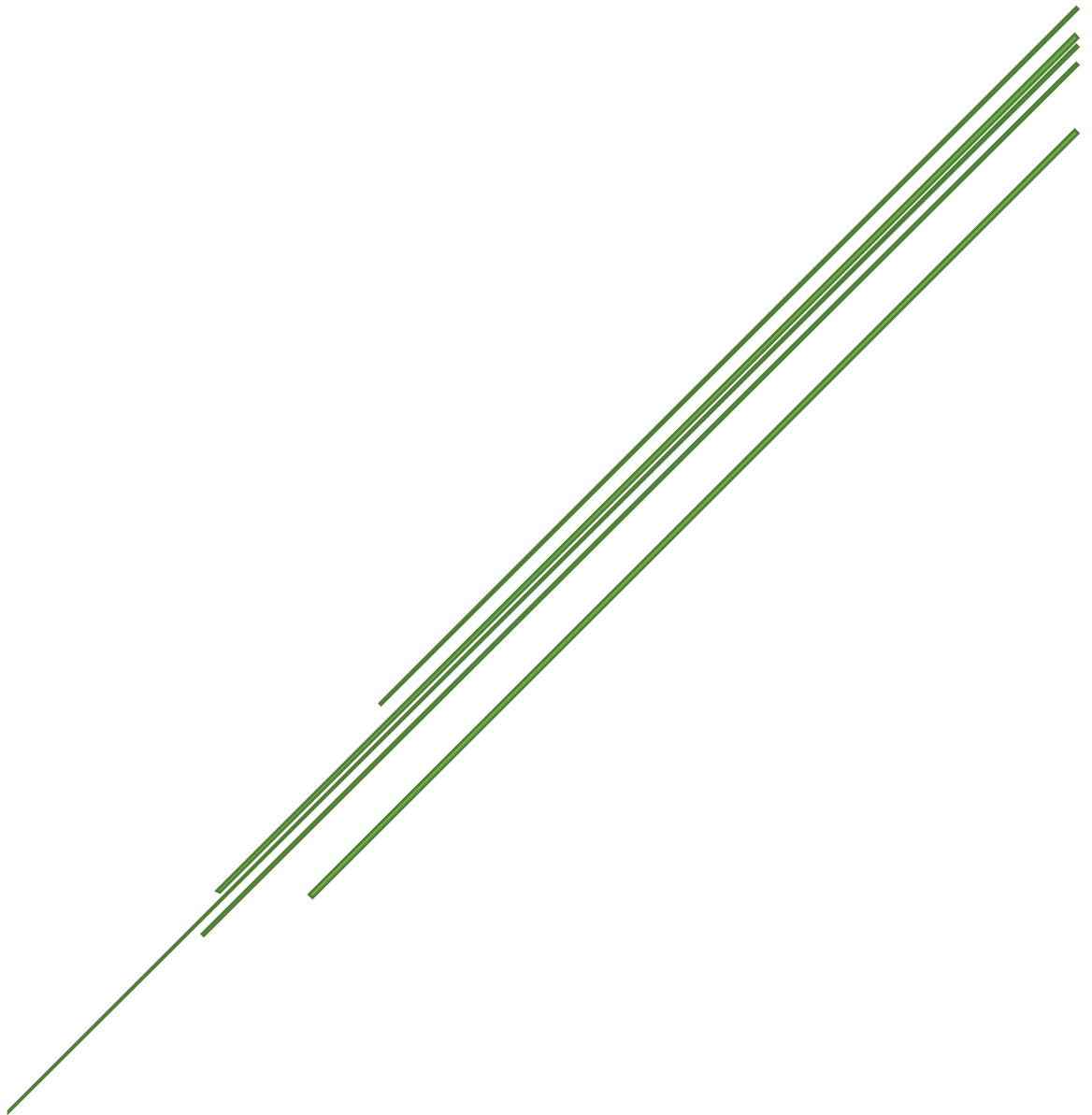


2023 TUITION WAIVER GUIDE

UNC CHARLOTTE

LEARNING & ORGANIZATIONAL DEVELOPMENT



UNC Charlotte
January 2023

This page intentionally left blank.

Table of Contents

Tuition Waiver Guide 4

 Overview 4

 Introduction 4

 Help 4

 Tuition Waiver vs. Tuition Reimbursement 4

 Tuition Waiver process 5

 Topics 5

Tuition Waiver Policies..... 6

 Introduction 6

 Employee eligibility requirements 6

 Course eligibility requirements..... 6

 Approval policy 6

 Fees 7

 Taxation for **undergraduate** students..... 9

 Taxation for **graduate** students 9

 Change in employment status 11

 Critical University policies 12

 Tuition waiver allotment policy 12

 Policy on courses with required labs 12

 Cancellation policy 13

 Misapplied tuition waiver policy..... 13

 UNC Charlotte Faculty/Staff Textbook Loan policy 14

 Tuition waiver application for non-UNC Charlotte institutions..... 14

Tuition Waiver Procedures for the Employee 15

 Introduction 15

 Before you begin..... 15

 How to have your admission fee waived..... 16

 How to apply for **UNC Charlotte** tuition waiver and textbook loan 17

 How to apply for tuition waiver at **other UNC system institutions** 18

 How to check the status of a request for tuition waiver 20

 How to submit an approved tuition waiver to another UNC system institution 21

 How to cancel an approved tuition waiver..... 22

Tuition Waiver Procedures for the Manager 23

Introduction 23

The manager’s role and responsibilities 23

If the manager is on leave..... 23

If the request is sent to the wrong manager 24

How to respond to a request for tuition waiver 25

Tuition Waiver Guide

Overview

Introduction

This guide was designed to consolidate and organize information about the tuition waiver program policies, process, and procedures for UNC Charlotte employees and their managers.

Help

If you have **technical** questions about online tuition waiver in **Banner Self Service** contact help@uncc.edu.

For answers to **frequently asked questions** about tuition waiver, visit the [UNC Charlotte FAQ](#).

If you have questions about the tuition waiver **program** (i.e. the policies, processes, and/or procedures), visit [Learning & Organizational Development](#) or email hrtraining@uncc.edu.

Tuition Waiver vs. Tuition Reimbursement

The University offers many options for employees to complete college-level coursework. Employees in full-time, permanent positions are granted three (3) tuition waivers per academic year. Additionally, departments may choose to pay for an employee’s tuition using the Academic Assistance program. The difference between the Tuition Waiver and Tuition Reimbursement programs are described in the table below.

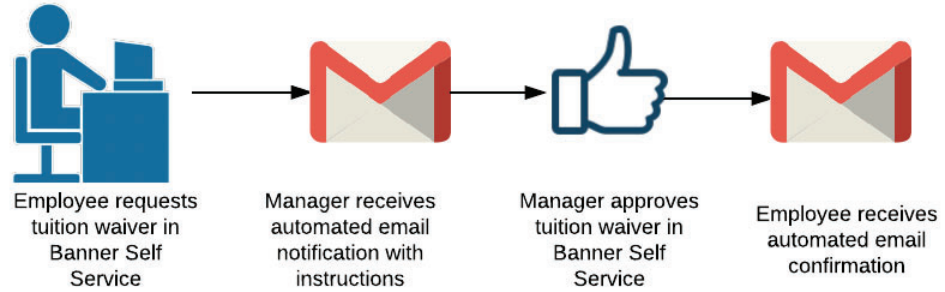
IF...	FROM...	THEN...
You want to take up to three courses within the academic year	from any of the 17 institutions within the UNC system	Use the Tuition Waiver program
You want to take more than three work-related courses within the academic year	from any of the 17 institutions within the UNC system and/or other qualified colleges or universities	Use the Tuition Reimbursement program
You want to take work-related course(s)	from <u>any</u> qualified college or university, including the UNC system	Use the Tuition Reimbursement program

Continued on next page

Overview, Continued

Tuition Waiver process

Employee requests for tuition waiver are submitted online in Banner Self Service as illustrated below.



Topic See Page

This Guide is divided into three major sections as listed in the table below.

Topic	See Page
Tuition Waiver Policies	6
Tuition Waiver Procedures for the Employee	13
Tuition Waiver Procedures for the Manager	22

Tuition Waiver Policies

Introduction

This section of the guide describes the policies associated with the UNC Charlotte tuition waiver program. In this context, “policies” are defined as pre-established rules, regulations, protocols, or statutes for which non-compliance results in consequences.

Employee eligibility requirements

The tuition waiver program is available to full-time, permanent faculty, EHRA, SHRA, and ROTC employees who:

- Are regularly scheduled to work 30 hours or more each week, 9 months of the year or longer,
 - Meet normal work obligations and continue permanent employment status for the entire semester during which the course is taken, and
 - Have been admitted to the UNC-system institution and registered for course(s).
-

Course eligibility requirements

Any course, graduate certificate program, distance education and extension program within the UNC system that *earns academic credit* is eligible for tuition waiver.

However, continuing education workshops and seminars that provide continuing education units (CEU) are not eligible for tuition waiver.

Note: UNC Charlotte employees receive an employee discount for programs offered through Continuing Education. For additional information contact the [Office of Continuing Education, Extended Academic Programs](#).

Approval policy

Waivers must be reviewed by the employee’s manager in **Banner Self Service** each term. If the employee’s manager is on extended leave, the request will be sent to the manager of the employee’s manager.

Continued on next page

Tuition Waiver Policies, Continued

Fees

The tuition waiver program *waives* tuition, admissions fees, and the fees indicated in the table below. This means no money changes hands. As a result, if staff/faculty members who use tuition waiver want to use any of the student facilities or services such as the gyms and fitness centers on campus or the light rail, they must pay for them out-of-pocket.

Type	Fee	Waived?
Admissions Fee	<ul style="list-style-type: none"> • If you apply for admission to a UNC system school other than UNC Charlotte, contact that school’s Admissions Office to inquire about having the admissions fee waived. • While completing your application for admission to UNC Charlotte, you will encounter an admission fee. BEFORE you click the final Submit/OK button, follow the steps below to request that your admission fee be waived. • If applying for undergraduate admission at UNC Charlotte, then contact admissions@uncc.edu to have your admission fee waived. • If applying for graduate admission at UNC Charlotte, then contact gradapponline@uncc.edu to have your admission fee waived. 	Yes
Required Fee	Ed & Tech Fee	Yes
Required Fee	University Fees	Yes
Required Fee	General Fees - includes Athletics, Health Services, Student Activities, Debt Service	Yes
Required Fee	49er Card System Student Association Fee	Yes
Required Fee	Food Service Facilities Misc. Service Charge	Yes
Required Fee	Safety and Security Fee	Yes
Required Fee	*Transportation Misc. Service Charge – includes Niner Transit campus shuttle system, Niner Paratransit service, and the CATS Access Pass	Yes

Continued on next page

Tuition Waiver Policies, Continued**Fees, continued**

Type	Fee	Waived?
Special Fee	Certificate/Master's GRAD7999 - Resident	Yes
Special Fee	Doctoral GRAD9999 - Resident	Yes
Special Fee	Certificate/Master's GRAD7999 - Non-Resident	Yes
Special Fee	Doctoral GRAD9999 - Non-Resident	Yes
Special Fee	Experiential Learning Fee/Co-op	Yes
Special Fee	Matriculation Fee - New Students Only	No
Special Fee	International Student Fee (Students with visa type F or J) - per term	No
Special Fee	College of Arts and Architecture General Student Fee - per term	No
Special Fee	College of Engineering Student Fee - per term	No
Special Fee	College of Computing and Informatics Student Fee - per term	No
Special Fee	College of Health and Human Services Student Fee - per term	No
Special Fee	Advanced Scuba Diving Fee (PHED 2220)	No
Special Fee	Scuba Diving Fee (PHED 2219) Non-Major	No
Special Fee	First Aid: Responding to Emergencies (ATRN/EXER 2290)	No

***NOTE** regarding the Transportation Misc. Service Charge – The staff pass is \$75 for a year whereas the student pass is \$25 per semester (including summer). If you are enrolled in classes through the tuition waiver program, you will still need to purchase a CATS all-access transit pass because this fee was *waived*.

Continued on next page

Tuition Waiver Policies, Continued

Taxation for undergraduate students

Qualified tuition reduction is the amount of any reduction in tuition provided to an employee of an organization for education below the graduate level at a university. Gross income shall not include any qualified tuition reduction in accordance with IRC §117. Specifically, IRC §117(d)(2) states that any qualified tuition reduction provided to an employee of an educational institution for undergraduate courses is excludable from gross income.

If ...	And ...	Then ...
Qualified tuition reductions are granted to an employee	the undergraduate courses are either job-related or not job-related	not taxed

Taxation for graduate students

Under IRC §127(a), graduate level tuition waivers provided by a university to its employees are excludable from taxation in the amount up to \$5,250 per calendar year if the tuition waivers are provided as part of an educational assistance program described in IRC §127(b).

Tuition waiver or reduction provided over \$5,250 is considered a taxable fringe benefit for income tax purposes, unless the education is necessary for the employee to maintain or acquire skills necessary for current employment or the education meets an explicit requirement by the employer, law, or regulations and, therefore, would qualify as a deductible business expense under IRC §162 had the employee paid the tuition himself.

Under IRC §117(d)(5), in the case of graduate students who are engaged in teaching or research activities at the educational institution, tuition reduction for graduate level education is considered qualified tuition reduction. This section applies only to teaching and research assistants who are graduate students and not faculty or staff engaged in research or teaching.

Continued on next page

Tuition Waiver Policies, Continued

Taxation for graduate students, continued

If Applied Tuition Waivers ...	And ...	Then
value up to \$5,250 per calendar year	the course(s) are either job related or not job related	Not taxed
exceed \$5,250 in value per calendar year	the education is necessary for the employee to maintain or acquire skills for <u>current employment</u> or meets an <u>explicit requirement</u> by the employer, law, or regulations and, therefore, would qualify as a deductible business expense had the employee paid the tuition him/herself, or involves a graduate student (not faculty or staff) who is engaged in teaching or research activities at the educational institution	Not taxed
exceed \$5,250 in value per calendar year	the education would not qualify as a deductible business expense under IRC §162 had the employee paid the tuition him/herself	Taxed

Continued on next page

Tuition Waiver Policies, Continued

Change in employment status

The employee must continue his or her permanent employment status and complete the full schedule of normal work obligations for the entire semester during which the course is taken. Termination or other changes in employment status which would make the employee ineligible under this policy or the Board of Governor’s Policy or Regulations will result in the employee being billed for the tuition and fees for the entire semester unless he or she has officially withdrawn from the class within the allowable time frame designated by the University.

The process for identifying separated UNC Charlotte employees using tuition waiver(s) is outlined in the table below.

Stage	Who	Does What						
1	Manager	Initiates employment status change in Banner.						
		<table border="1"> <tr> <th data-bbox="667 791 1105 850">If separating employee is using tuition waiver for...</th> <th data-bbox="1105 791 1503 850">Then ...</th> </tr> <tr> <td data-bbox="667 850 1105 886">UNC Charlotte courses</td> <td data-bbox="1105 850 1503 886">See Stage 2</td> </tr> <tr> <td data-bbox="667 886 1105 921">non-UNC Charlotte courses</td> <td data-bbox="1105 886 1503 921">See Stage 3</td> </tr> </table>	If separating employee is using tuition waiver for...	Then ...	UNC Charlotte courses	See Stage 2	non-UNC Charlotte courses	See Stage 3
		If separating employee is using tuition waiver for...	Then ...					
		UNC Charlotte courses	See Stage 2					
non-UNC Charlotte courses	See Stage 3							
UNC Charlotte courses	See Stage 2							
non-UNC Charlotte courses	See Stage 3							
2	UNC Charlotte Bursar’s Office	Runs a weekly report from Banner to identify separated employees using tuition waiver for UNC Charlotte courses and removes the tuition waiver which sweeps the employee into the regular student billing procedures. Note: If the separated employee does not pay the amount due, they are sent to collections.						
3	UNC Charlotte ITS	Runs a daily report from Banner to identify separated employees using tuition waiver for non-UNCC courses and sends the pertinent information to HR/LOD.						
4	HR/LOD	Notifies the Student Accounts Office of the separated employee’s attending institution with the following pertinent information: <ul style="list-style-type: none"> • Name • Subject • Course number • Course title, and • Separation date 						

Continued on next page

Tuition Waiver Policies, Continued

Critical University policies

Employees and their managers who use the tuition waiver benefit should carefully and thoroughly read and abide by [University Policy 101.1, Tuition Privileges for Certain Faculty and Staff](#) including all of the “Related Resources” at the bottom of the page.

You must find and follow the academic calendar and tuition waiver policies and procedures established by the enrolling institution. Contact the Student Accounts/Bursar's Office, Registrar's Office, or the degree program director of the enrolling institution to learn more about the academic calendar, tuition waiver policies and where to send your approved waiver for processing.

Tuition waiver allotment policy

The [statutes](#), [policies](#) and [administrative regulations](#) governing tuition waiver permit each institution within the UNC system to implement the waiver of tuition and fees at their discretion. Therefore, it is important to contact the Registrar’s Office or Student Accounts/Bursar’s Office of the institution you’re attending to learn more about their tuition waiver policies.

UNC Charlotte employees are entitled to apply for tuition waiver for up to three courses during the academic year - defined as fall, spring, and summer terms. As pictured in the table below, no more than two waivers may be used during either the fall or spring semester, and only one waiver may be used between spring commencement and the first day of classes for the following fall semester.

Options	Fall	Spring	Summer
A	2 waivers	1 waiver	0
B	1 waiver	2 waivers	0
C	1 waiver	1 waiver	1 waiver
D	2 waivers	0	1 waiver
E	0	2 waivers	1 waiver

Note: Employees who wish to take more than three courses during the academic year, may wish to explore the [Tuition Reimbursement](#) program.

UNC System Policy changes in 2021 extend to certain sworn University law enforcement officers the opportunity to enroll in unlimited courses free of tuition and fees.

Policy on courses with required labs

If the course requires a lab that must be taken during the same semester, one tuition waiver will be applied. However, if the course and lab may, and are taken separately (during different semesters), then two tuition waivers will be applied.

Continued on next page

Tuition Waiver Policies, Continued

Cancellation policy

This policy describes how an approved tuition waiver is applied (i. e. counted against the allotment of three per academic year) when a course is dropped or a waiver is cancelled.

- The course should be dropped within the designated drop/add (D/A) period for that particular semester and institution. Since all UNC system institutions have different D/A dates and deadlines, it is important to consult the academic calendar for the institution in which you are enrolled.
- If a UNC Charlotte course is dropped before the D/A deadline, the tuition waiver will also be automatically cancelled in Banner Self Service.

The table below illustrates several other possible cancellation/drop scenarios.

		IF ... Course is dropped			And ... Tuition waiver is dropped			Then ... Tuition waiver is		
		Before	After	Not dropped	Before	After	Not dropped	Applied	Not Applied	Misapplied
X				X				X		
X					X			X		
X						X	X			
	X			X					X	
	X				X			X		
	X					X	X			
		X	X						X	
		X		X						X
		X			X	X				

See Misapplied tuition waiver policy

Misapplied tuition waiver policy

Any employee who intentionally misapplies or falsely reports their allotment of tuition waivers will be considered to have violated [University Policy 804, Standards of Ethical Conduct](#) and may be subject to review and potential discipline.

Continued on next page

Tuition Waiver Policies, Continued

UNC Charlotte Faculty/Staff Textbook Loan policy

UNC Charlotte employees applying for tuition waiver may also take advantage of the Faculty/Staff Textbook Loan (FSTL) program which waives \$200 from the full purchase price of required textbooks per course. The employee is responsible for paying any amount over the \$200 per course waiver. This amount must be paid by cash, check, 49er card, or credit card when the textbook(s) is/are collected.

Example:	
\$350	Full purchase price
- \$200	FSTL waiver
\$150	Out of pocket expense for employee

However, all textbooks remain the property of the FSTL program, and borrowed textbook(s) must be returned in satisfactory condition to the UNC Charlotte Barnes & Noble campus store:

- three business days following the end of final exams,
 - upon withdrawal from the course, **or**
 - following separation from employment - whichever comes first.
- Failure to do so will result in the “full purchase price” of the textbook(s) being deducted in a lump sum from the employee’s next pay stub.

Tuition waiver application for non-UNC Charlotte institutions

You must complete the UNC Charlotte online Tuition Waiver Application in Banner Self Service even if the enrolling institution insists that you also complete their Tuition Waiver Application. Contact the enrolling institution (Student Accounts/Bursar's Office, Registrar's Office, or the degree program director) to access their academic calendar, tuition waiver policies and where to send your approved waiver for processing.

Tuition Waiver Procedures for the Employee

Introduction

The tuition waiver program provides an opportunity for eligible employees to have tuition waived for a course taken at UNC Charlotte or any [other institution within the University of North Carolina system](#). Participation is voluntary and employees may take courses for professional or career development. This section of the guide is designed to guide employees through how to apply for tuition waiver.

In this context, “procedures” are defined as the pre-established steps an employee takes to complete an action.

Before you begin

Before you begin the tuition waiver application process, there are four stages through which you will navigate:

Stage 1 - Explore

- If you need guidance on the college application process at UNC Charlotte, contact the [Office of Adult and Evening Services \(OASES\)](#).
- If you are interested in taking classes or earning a degree at one of the other institutions in the UNC system, contact the school’s admissions office to follow their specific guidelines.

Stage 2 - Apply

- Apply to the university of your choice through the Undergraduate Admissions or Graduate Admissions office, and be accepted.

Stage 3 - Enroll

- After you have been accepted, register for course(s) according to the tuition waiver use policy.

Stage 4 - Schedule

- Meet with your manager to discuss your plans. If the specific course(s) you plan to take has a class meeting time that conflicts with your work schedule, work with your manager to create an alternate work schedule, if possible.

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to have your admission fee waived

If you apply for admission to a UNC system institution other than UNC Charlotte, contact that institution’s Admissions Office to inquire about having the admissions fee waived.

WHILE completing your application for admission to UNC Charlotte, you will encounter an admission fee. BEFORE you click the final **Submit/OK** button, follow the steps in the table below to request that your admission fee be waived.



If ...	Then ...
Applying for Undergraduate Admissions at UNC Charlotte	Contact admissions@uncc.edu to have your admission fee waived.
Applying for Graduate or Post-Baccalaureate Admissions at UNC Charlotte	Contact gradapponline@uncc.edu to have your admission fee waived.

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to apply for UNC Charlotte tuition waiver and textbook loan

After you have enrolled in a course at UNC Charlotte, follow the steps outlined in the table below to apply for tuition waiver and the Faculty/Staff Textbook Loan (FSTL) program.

Step	Action
1	Log in to My.Charlotte.edu
2	Under the Employee Quick Links banner, click on the Banner Self Service icon as pictured below.  Banner Self Service
3	Click on the Employee tab on the right as pictured below. 
4	Click on Tuition Waiver for Employees
5	Select the button marked Request New Waiver at the bottom of the page
6	Follow the instructions on the page to confirm assigned manager and click Next
7	Select the UNC Charlotte option and click Next
8	Select the course and click Next
9	Confirm your desire to participate in the Faculty/Staff Textbook Loan Program and click Next
10	Carefully read the page, select the box to indicate your agreement, and click Submit . Result: Your request will be automatically routed to your manager via email for review.



Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to apply for tuition waiver at other UNC system institutions

You must first apply and be accepted to one of the other UNC System schools, then enroll in a course there BEFORE applying for a tuition waiver.

You must complete the UNC Charlotte online Tuition Waiver Application in Banner Self Service even if the enrolling institution insists that you also complete their Tuition Waiver Application. Contact the enrolling institution (Student Accounts/Bursar's Office, Registrar's Office, or the degree program director) to access their academic calendar, tuition waiver policies and where to send your approved waiver for processing.

Step	Action
1	Log in to My.Charlotte.edu
2	Click on the Banner Self Service icon as pictured below  Banner Self Service
3	Click on the Employee tab as pictured below. 
4	Click on Tuition Waiver for Employees
5	Select the button marked Request New Waiver at the bottom of the page
6	Follow the instructions on the page to confirm assigned manager and click Next
7	Select the Other UNC System Institution option and click Next

Step 8 on next page...

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to apply for tuition waiver at other UNC system institutions, continued

Step	Action						
8	Use the dropdown menu to select a term then click Next to proceed						
9	Complete all the required fields on the page and						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="430 451 1221 520" style="text-align: center;">If...</th> <th data-bbox="1221 451 1521 520" style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 520 1221 625">The course meets PRIMARILY online (even if some face-to-face meetings are required)</td> <td data-bbox="1221 520 1521 625">select the Online Course type.</td> </tr> <tr> <td data-bbox="430 625 1221 766">The course is conducted PRIMARILY in the classroom, even if a learning management system such as Canvas or Blackboard is used to communicate course materials</td> <td data-bbox="1221 625 1521 766">select In-Person and complete the Day(s) and Time fields.</td> </tr> </tbody> </table>	If...	Then...	The course meets PRIMARILY online (even if some face-to-face meetings are required)	select the Online Course type.	The course is conducted PRIMARILY in the classroom, even if a learning management system such as Canvas or Blackboard is used to communicate course materials	select In-Person and complete the Day(s) and Time fields.
	If...	Then...					
	The course meets PRIMARILY online (even if some face-to-face meetings are required)	select the Online Course type.					
The course is conducted PRIMARILY in the classroom, even if a learning management system such as Canvas or Blackboard is used to communicate course materials	select In-Person and complete the Day(s) and Time fields.						
Click Next to proceed.							
10	Carefully read the Tuition Waiver terms and conditions and select the box to indicate your agreement before clicking Submit Result: Your request will be automatically routed to your manager via email for review.						

IMPORTANT: After your manager has approved your tuition waiver, proceed to [How to submit an approved tuition waiver to another UNC system institution.](#)

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to check the status of a request for tuition waiver

You may check **Banner Self Service** to see whether or not your manager has approved your request. Follow the steps in the table below to check the status of your tuition waiver(s).

Step	Action		
1	Log in to My.Charlotte.edu		
2	Click on the Banner Self Service icon		
3	Click on the Employee tab		
4	Click on Tuition Waiver for Employees Result: the landing page will display your tuition waiver usage for active academic years		
5	Select the history button to view tuition waiver usage and status.		
	If ...	Then ...	And then...
	Pending	your manager has not yet processed the request	remind him/her to do so.
	Approved	your manager has approved the request	celebrate!
	Denied	schedule a meeting with your manager to discuss why the request was denied.	

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to submit an approved tuition waiver to another UNC system institution

You must complete the UNC Charlotte online Tuition Waiver Application in Banner Self Service even if the enrolling institution insists that you also complete their Tuition Waiver Application. Contact the enrolling institution (Student Accounts/Bursar's Office, Registrar's Office, or the degree program director) to access their academic calendar, tuition waiver policies and where to send your approved waiver for processing. The [statutes](#), [policies](#) and [administrative regulations](#) governing tuition waiver permit each UNC system institution to implement the waiver of tuition and fees at their discretion.

Important: UNC Charlotte’s online tuition waiver system in Banner Self Service is not connected to other UNC system institutions. It is the employee/student’s responsibility to contact the attending university’s Registrar’s Office or Student Accounts/Bursar’s Office to learn where/how to submit documentation of the approved tuition waiver for payment.

Follow the steps listed below to submit your approved tuition waiver confirmation to a non-UNC Charlotte institution for payment.

Step	Action						
1	Log in My.Charlotte.edu						
2	Click the Banner Self Service icon						
3	Click on the Employee tab						
4	Click on Tuition Waiver for Employees Result: the landing page will display your tuition waiver usage for active academic years						
5	Select the Print Confirmation button						
6	Right-click your mouse and select Print <table border="1" data-bbox="451 1297 1442 1591"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You want to print the document</td> <td>Use the drop-down arrow in the Destination field to select your printer and click Print</td> </tr> <tr> <td>You want to save the document</td> <td>Use the drop-down arrow in the Destination field to select Save as PDF and click Save</td> </tr> </tbody> </table>	If...	Then...	You want to print the document	Use the drop-down arrow in the Destination field to select your printer and click Print	You want to save the document	Use the drop-down arrow in the Destination field to select Save as PDF and click Save
If...	Then...						
You want to print the document	Use the drop-down arrow in the Destination field to select your printer and click Print						
You want to save the document	Use the drop-down arrow in the Destination field to select Save as PDF and click Save						
7	Send the document to the enrolling institution for processing as directed						

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

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

Tuition Waiver Procedures for the Manager

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.

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.

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.

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 NinerTalent								
2	From the User Group drop-down menu in the top right corner, select Initiator								
3	From the 3 Dot Icon in the top left corner, select Position Management								
4	From the Position Descriptions drop-down menu select the relevant position type								
5	Click to select the position that needs a supervisor change								
6	In the upper right corner, click to select the appropriate option: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>SHRA position</td> <td>Select Update Position Description</td> </tr> <tr> <td>EHRA position</td> <td>Select Modify Position Description</td> </tr> <tr> <td>Faculty position</td> <td>Select Faculty Modify Position</td> </tr> </tbody> </table>	If...	Then...	SHRA position	Select Update Position Description	EHRA position	Select Modify Position Description	Faculty position	Select Faculty Modify Position
If...	Then...								
SHRA position	Select Update Position Description								
EHRA position	Select Modify Position Description								
Faculty position	Select Faculty Modify Position								
7	In the Reason For Action field, click to select Supervisor Change								
8	In the Position Change Summary field, specify name and position number of new supervisor, and click Next								
9	On the Supervisory Position tab, search for supervisor name and click the radio button beside the new manager’s name								
10	Click Save								
11	From the Take Action on Position Request drop-down menu, select Submit-Move to HR Review Details .								

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 U #						
2	Click on the Banner Self Service icon						
3	Click on the Employee tab						
4	Click on Tuition Waiver for Managers						
5	In the Request # column, click on the hyperlinked number next to the tuition waiver to Review the request(s).						
5	In the Manager Action section, select Approved or Denied based on the criteria outlined in the table below. <table border="1" data-bbox="456 884 1474 1675"> <thead> <tr> <th>Option</th> <th>Means ...</th> </tr> </thead> <tbody> <tr> <td>Denied</td> <td> <ul style="list-style-type: none"> the course meets during the employee’s regular scheduled work hours, and you will deny other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501, and you have met with the employee to discuss alternate work schedule options and determined that an alternate work schedule is IMPOSSIBLE. </td> </tr> <tr> <td>Approved</td> <td> <ul style="list-style-type: none"> the employee’s enrolment in the requested course(s) will not adversely affect his or her normal employment obligations; 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; you bear responsibility for ensuring that the employee completes all required employment obligations; and you will approve other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501. </td> </tr> </tbody> </table>	Option	Means ...	Denied	<ul style="list-style-type: none"> the course meets during the employee’s regular scheduled work hours, and you will deny other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501, and you have met with the employee to discuss alternate work schedule options and determined that an alternate work schedule is IMPOSSIBLE. 	Approved	<ul style="list-style-type: none"> the employee’s enrolment in the requested course(s) will not adversely affect his or her normal employment obligations; 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; you bear responsibility for ensuring that the employee completes all required employment obligations; and you will approve other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501.
Option	Means ...						
Denied	<ul style="list-style-type: none"> the course meets during the employee’s regular scheduled work hours, and you will deny other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501, and you have met with the employee to discuss alternate work schedule options and determined that an alternate work schedule is IMPOSSIBLE. 						
Approved	<ul style="list-style-type: none"> the employee’s enrolment in the requested course(s) will not adversely affect his or her normal employment obligations; 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; you bear responsibility for ensuring that the employee completes all required employment obligations; and you will approve other such requests for tuition waiver for employees similarly situated, in accordance with University Policy 501. 						
6	Answer the Job Related question by selecting Yes or No						
7	Click Submit . Result: You and the employee will receive an automated email confirmation.						