Each applicant for tuition privileges must complete and submit through regular administrative channels an "Application for Faculty/Staff Tuition Waiver" supplied by the Human Resources Department. A UNC Charlotte faculty or staff member desiring to take courses on the UNC Charlotte campus must have the form signed by his or her immediate supervisor, the Human Resources Department, and the Student Accounts Office.

1. The signature of the applicant’s supervisor certifies that such enrollment will not interfere or conflict with satisfactory performance of normal employment obligations.
2. The Human Resources Department must sign the waiver application, to verify the employment and eligibility status of the employee.
3. The University Registrar shall certify that any applicant for tuition waiver is academically eligible to enroll in the pertinent course and that there is space available in that course.
4. The Student Accounts Office will be responsible for maintaining records of approved tuition waivers.
5. Faculty and staff members from any other constituent institution of the University of North Carolina System desiring to enroll in courses on the UNC Charlotte campus should contact the UNC Charlotte Office of the University Registrar and the appropriate UNC Charlotte admissions office, undergraduate or graduate, and complete the Application for Faculty/Staff Tuition Waiver as outlined.
6. Employees enrolled as students under the tuition waiver program are not entitled to the services, facilities, activities, and programs supported by student fees. Employees using a tuition waiver to cover all courses they are registered for in a given semester are not eligible to use services such as student recreational services or student health services, or receive free student athletics tickets. Only those who pay for at least one course each semester may utilize these services and programs.