



Guide to Online Tuition Waiver

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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. Academic Assistance

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 [Academic Assistance](#) 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 campuses 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 campuses within the UNC system and/or other qualified colleges or universities	Use the Academic Assistance program
You want to take work-related course(s)	from <u>any</u> qualified college or university, including the UNC system	Use the Academic Assistance program

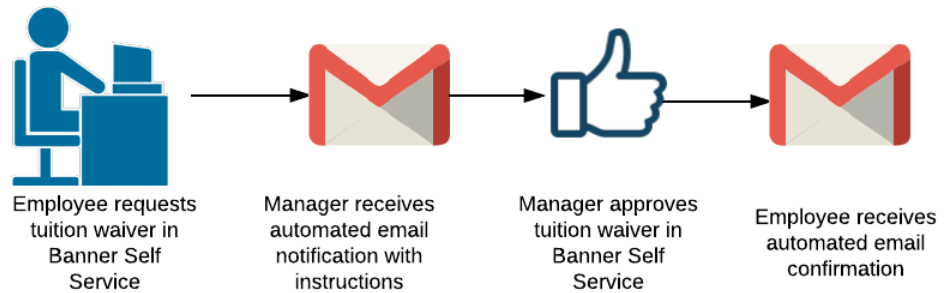
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Overview, Continued

Tuition Waiver process

In 2018, UNC Charlotte launched an online tuition waiver process in Banner Self Service. As the table below illustrates, steps in the old process that required walking a paper form across campus to various departments for signatures have been eliminated.

OLD Process	 NEW Process
Write the course name and code on a paper form	UNC Charlotte courses will automatically appear in Banner Self Service after enrollment.
Walk the form to the HR Office for verification of eligibility	employee eligibility is confirmed automatically in Banner.
Walk the form to Student Accounts Office for application of waiver	tuition waiver is routed automatically in Banner to Student Accounts for processing.



Contents

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

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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 school 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** by the semester, so a new tuition waiver request must be completed each semester.

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 not covered

UNC Charlotte employee/students are responsible for paying course or program fees, as well as matriculation fees.

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"> <thead> <tr> <th>If separating employee is using tuition waiver for...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>UNC Charlotte courses</td> <td>See Stage 2</td> </tr> <tr> <td>non-UNC Charlotte courses</td> <td>See Stage 3</td> </tr> </tbody> </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 UNCC 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 						

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.

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Tuition Waiver Policies, Continued

Tuition waiver allotment policy

If you are interested in taking classes or earning a degree at one of the [other schools in the UNC system](#), contact the school’s admissions office to follow their specific guidelines. Contact the school’s Student Accounts Office to learn where and how to remit tuition waiver for payment.

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 [Academic Assistance](#) program.

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.

Drop 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 and/or a waiver are dropped.

- The course should be dropped within the designated drop/add (D/A) period for that particular semester and school. Since all UNC system schools have different D/A dates and deadlines, it is important to consult the academic calendar for the school in which you are enrolled.
- If a UNC Charlotte course is dropped before the D/A deadline, the tuition waiver will also be automatically dropped (not applied) in Banner Self Service.

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Tuition Waiver Policies, Continued

Drop policy, continued

The table below illustrates several other possible drop scenarios.

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

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

Continued on next page

Tuition Waiver Policies, Continued

**UNC Charlotte
Faculty/Staff
Textbook Loan
policy,
continued**

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 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 university 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 schools in the UNC system](#), contact the school’s admissions office to follow their specific guidelines.

Stage 2 - Apply

- Submit an application 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 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 in the table below to request that your admission fee be waived.


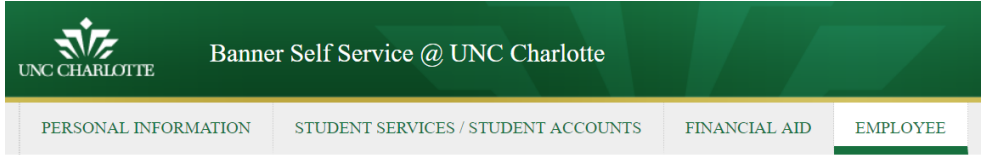
If ...	Then ...
Applying for Undergraduate Admissions at UNC Charlotte	Contact barbara.seyter@uncc.edu to have your admission fee waived.
Applying for Graduate or Post-Baccalaureate Admissions at UNC Charlotte	Contact maryannemaree-sams@uncc.edu to have your admission fee waived.

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/or the Faculty/Staff Textbook Loan (FSTL) program.

Step	Action						
1	Log in to My UNCC						
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-Request						
5	Select the button marked Click Here for UNC Charlotte Courses						
6	Click the drop-down arrow to select the term for which you want to apply tuition waiver and click OK						
7	Result: A confirmation page will display your manager's name. Review the manager relationship and follow the logic outlined in the table below. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The correct manager's name is displayed</td> <td>Click the button labeled Confirm.</td> </tr> <tr> <td>The correct manager's name is NOT displayed</td> <td>Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.</td> </tr> </tbody> </table> <p>Important: Please allow time for the correction to be made before proceeding with your request for tuition waiver.</p>	If...	Then...	The correct manager's name is displayed	Click the button labeled Confirm .	The correct manager's name is NOT displayed	Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.
If...	Then...						
The correct manager's name is displayed	Click the button labeled Confirm .						
The correct manager's name is NOT displayed	Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.						

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Tuition Waiver Procedures for the Employee, Continued

How to apply for UNC Charlotte tuition waiver and textbook loan, continued

Step	Action
8	Click the box next to the course(s) for which you want to apply tuition waiver(s).
9	Read all of the text on the page and open the hyperlinks, then follow the logic outlined in the table below.


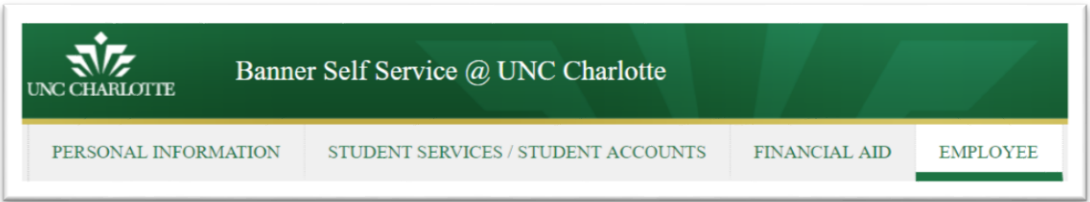
If...	Then...	And Then
You are taking a graduate level course	Read the IRS tax exemption hyperlink	and answer Yes or No .
You want to take advantage of the textbook loan program	Click the box marked I would like to take advantage of the Textbook Loan Program	Click OK .
You <u>don't</u> want take advantage of the textbook loan program	Click OK .	
You want to learn more about the textbook loan program	Click the hyperlink marked Textbook Loan Program and click OK	Result: the Textbook Loan Agreement page will display. Click the box to select the course(s) for which you want to use the textbook loan program.
	10	Click OK to compete the transaction

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

How to apply for tuition waiver at other UNC system schools

After you have enrolled in a course at an UNC system school **other than UNC Charlotte**, follow the steps outlined in the table below to apply for tuition waiver.

Step	Action						
1	Log in to My UNCC						
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-Request						
5	Select the button marked Click Here for non-UNC Charlotte Courses						
6	Click the drop-down arrow to select the term for which you want to apply tuition waiver and click OK						
7	Result: A confirmation page will display your manager's name. Review the manager relationship and follow the logic outlined in the table below. <table border="1" data-bbox="402 1306 1518 1585"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The correct manager's name is displayed</td> <td>Click the button labeled Confirm.</td> </tr> <tr> <td>The correct manager's name is NOT displayed</td> <td>Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.</td> </tr> </tbody> </table> <p>Important: Please allow time for the correction to be made before proceeding with your request for tuition waiver.</p>	If...	Then...	The correct manager's name is displayed	Click the button labeled Confirm .	The correct manager's name is NOT displayed	Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.
If...	Then...						
The correct manager's name is displayed	Click the button labeled Confirm .						
The correct manager's name is NOT displayed	Click the Not My Manager button and an email will be sent to you to forward to your manager so that they may correct the reporting relationship in NinerTalent.						

Continued on next page

Tuition Waiver Procedures for the Employee, Continued

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

Step	Action		
8	Click the drop-down arrow to select the UNC system school in which you are enrolled.		
9	Enter the course information as outlined in the table below.		
	If ...	Then ...	And then...
	the course is online	enter Online in the field marked Class Meeting Time (Days or Online)	and N/A in the fields marked Start Time and End Time .
the course meets during your regular scheduled work hours	enter the days of the week and meeting times the in the fields marked Class Meeting Time (Days or Online)	meet with your manager to discuss an alternate work schedule, if possible.	
10	Click OK to complete the transaction.		

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

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 UNCC												
2	Click on Banner Self Service												
3	Click on the Employee tab												
4	Click on Tuition Waiver-View Status												
5	Select the academic year from the drop-down menu and click OK												
6	<p>Look for the column labelled Manager Review Status and use the table below to interpret the result.</p> <table border="1" data-bbox="511 730 1518 1024"> <thead> <tr> <th data-bbox="511 730 690 770">If ...</th> <th data-bbox="690 730 1120 770">Then ...</th> <th data-bbox="1120 730 1518 770">And then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="511 770 690 863">Pending</td> <td data-bbox="690 770 1120 863">your manager has not yet processed the request</td> <td data-bbox="1120 770 1518 863">remind him/her to do so.</td> </tr> <tr> <td data-bbox="511 863 690 945">Approved</td> <td data-bbox="690 863 1120 945">your manager has approved the request</td> <td data-bbox="1120 863 1518 945">celebrate!</td> </tr> <tr> <td data-bbox="511 945 690 1024">Denied</td> <td colspan="2" data-bbox="690 945 1518 1024">schedule a meeting with your manager to discuss why the request was denied.</td> </tr> </tbody> </table>	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.	
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.												

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Tuition Waiver Procedures for the Employee, Continued

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

The [statutes](#), [policies](#) and [administrative regulations](#) governing tuition waiver permit each UNC system school 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 schools. 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 school for payment.

Step	Action		
1	Log in My UNCC		
2	Click the Banner Self Service icon		
3	Click on the Employee tab		
4	Click on Tuition Waiver-View Status		
5	Select the academic year from the drop-down menu and click OK		
6	Look for the column labelled Manager Review Status and use the table below to interpret the result.		
	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	Print the screen and submit it to the non-UNC Charlotte School as directed to have your approved tuition waiver applied.
	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 school, continued

Step	Action
7	Print the screen or save it as a pdf and follow the instructions provided by the school you are attending to submit your approved tuition waiver form for payment.

How to drop an approved tuition waiver

For policy information about dropping courses and tuition waivers, see [Policy on dropping a tuition waiver](#). When a UNC Charlotte course is dropped before the drop/add deadline, the waiver will be automatically dropped as well. Follow the steps in the table below to drop an approved tuition waiver for a non-UNC Charlotte course.

Step	Action
1	Log in to My UNCC
2	Click on Banner Self Service
3	Click on the Employee tab
4	Click on Tuition Waiver-Request
5	Select the button marked Click Here for non-UNC Charlotte Courses
6	Select the academic year from the drop-down menu and click Submit
7	Click to select the radio button(s) next to the non-UNC Charlotte course(s) for which you want to drop the tuition waiver request
8	Click Submit
9	Click OK

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 the procedure 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 based on reporting relationships in Banner. If the reporting relationship has not been updated, the employee’s request for tuition waiver will be routed to the wrong manager. To make the adjustment, direct the correct manager to follow the steps in the table below.

Step	Action								
1	Login to NinerTalent								
2	Select Position Management								
3	Select Initiator								
4	Select Position Descriptions								
5	Select the employee’s position and follow the steps below. <table border="1" data-bbox="451 724 1279 890" style="margin-left: 20px;"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>SHRA</td> <td>Click Update Position Description</td> </tr> <tr> <td>EHRA Non-Faculty</td> <td>Click Modify Position Description</td> </tr> <tr> <td>Faculty</td> <td>Click Faculty Modify Position</td> </tr> </tbody> </table>	If ...	Then ...	SHRA	Click Update Position Description	EHRA Non-Faculty	Click Modify Position Description	Faculty	Click Faculty Modify Position
If ...	Then ...								
SHRA	Click Update Position Description								
EHRA Non-Faculty	Click Modify Position Description								
Faculty	Click Faculty Modify Position								
6	In the Reason For Action field, click to select Supervisor Change								
7	In the Position Change Summary field, specify name and position number of new supervisor, and click Next								
8	On the Supervisory Position tab, search for supervisor name and click the radio button beside the new manager’s name								
9	Click Save and route action through appropriate approvals and then to Human Resources for processing								

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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 My UNCC						
2	Click on the Banner Self Service icon						
3	Click on the Employee tab						
4	Click on Tuition Waiver-Manager Review						
5	Review the request and click the drop-down arrow to select Approved or Denied based on the criteria outlined in the table below. <table border="1" style="margin-left: 20px;"> <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.
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6	Click the hyperlink to learn about the IRS tax exemption requirement and select Yes or No accordingly.						
7	Read the text and hyperlinks at the bottom of the page and then click Submit . Result: The employee will receive an automated email confirmation						
8	Click OK to complete the transaction.						