



REQUEST FOR WAIVER OF STUDENT FEES AT UNC-CHAPEL HILL

For full-time, permanent employees of the University of North Carolina system, including the Office of the President and the 16 campuses, UNC Health Care System employees, for the spouses of full-time permanent employees at UNC Chapel Hill or UNC Health Care System and for students on military or civilian orders from the ROTC.

Definition of eligible employees:

Employee shall mean an individual who is either a faculty member or a staff employee, employed by an Employing Institution, who is eligible for participation in either the NC Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program.

STUDENT INFORMATION

Form with fields for Student Information: First Name, Last Name, PID, Term, Street Address, Email, City, State, Zip Code, Phone Number, UNC System Employer, Department, Supervisor's Name, Supervisor's Phone, Employee's Name, Employee's PID, Employee's Phone, Employee's Department, Employee's Supervisor, Date of Your Marriage.

FOR EMPLOYEE ONLY: I am a full-time, permanent employee of the University of North Carolina system, including the Office of the President and the 16 campuses or a permanent employee of UNC Health Care. Full-time is defined as working 30 or more hours per week or working at least 75 percent time. A "permanent" employee receives benefits (e.g., annual leave, retirement, etc.). Temporary and student employment are not permanent employment positions.

FOR SPOUSE: I am the spouse of a full-time, permanent employee of The University of North Carolina at Chapel Hill or of UNC Health Care working 30 or more hours per week. A "permanent" employee receives benefits (e.g., annual leave, retirement, etc.). Temporary and student employment are not permanent employment positions.

Signature and Date fields with a note: \*Employee must get department certification and HR verification prior to submitting form online. Forms will only be accepted through the Submit Form portal. A confirmation of submission email is sent to you from that portal submission.

Cashier's Office Use Only: Approved: [ ] Yes [ ] No, Initials: \_\_\_\_\_

DEPARTMENT CERTIFICATION

The above listed employee is a current full-time permanent employee or is a spouse of a full-time permanent employee of The University of North Carolina at Chapel Hill. Supervisor's Signature, Title, Date.

HUMAN RESOURCES VERIFICATION

Verification checkboxes: Eligible, Not Eligible, Permanent Full-Time, Part-Time/Temporary. Verifier's Signature, Title, Date.

4/6/2021 Complete a separate form for each semester or session and submit online. This form is not needed if also submitting a tuition waiver. IMPORTANT: If an employee does not continue in an eligible employment status for the entire semester during which the waiver is taken, the full amount of fees for that semester will then be charged to the student's account.