

COVID19 Faculty/Staff Tuition Waiver Instructions

Until further notice, please use the following instructions for completing and submitting a Faculty/Staff Tuition Waiver Form. Note: all deadlines and other rules and regulations remain the same.

EMPLOYEE:

1. Complete the [online notification form](#).
2. Download and complete the [paper waiver form](#) (this form will open in a fillable, PDF format).
3. You DO NOT need to sign the form.
4. Save the form and email it as an attachment to your immediate supervisor with a copy of these instructions.

SUPERVISOR:

1. Your employee is asking to use the Faculty/Staff Tuition Waiver. Please review the form. You DO NOT need to sign the form.
2. If you approve, please forward the original employee email to your Department Head and in the body of the email state that you approve the use of the tuition waiver. Be sure include the tuition waiver attachment and a copy of these instructions in your email.

DEPARTMENT HEAD:

1. Your employee is asking to use the Faculty/Staff Tuition Waiver. Please review the form. You DO NOT need to sign the form.
2. If you approve, please forward the original supervisor email to Charlene Burrell at cburrel@ncsu.edu. In the body of the email state that you approve the use of the tuition waiver. Please be sure that the tuition waiver is attached.

IMPORTANT: We must receive ONE forwarded email chain with the waiver attached. We will not be able to match up separate and multiple emails. It is the employee's responsibility to ensure that the waiver is received.