



Educational Benefit Programs for University Employees



Tuition Waiver Program

- **Eligibility:** All permanent SPA/EPA employees, or employees under military or civilian orders in campus ROTC programs, working at least 30 hrs/wk (75% time).
- Eligible to take up to two courses per academic year (Fall or Spring) at any UNC campus and have the tuition and general student fees waived.
- UNC-Chapel Hill employees studying at UNC-Chapel Hill may apply no more than one of the two waivers to a summer course.
- Any appropriations-funded course may be taken, including on-line, self-paced or independent study. Courses in receipt-supported programs are not necessarily covered under Tuition Waiver.
- Employees must meet requirements through the appropriate Admissions office.
- Can be applied to more than one course in a Fall or Spring term. Employees are responsible for the cost of any courses not covered by the Waiver.
- Tuition Waiver does not cover travel, textbooks, or any lab, registration and material fees.

Educational Assistance Program

- **Eligibility:** All permanent SPA/EPA non-faculty employees working full-time or part-time.
- Reimbursement and/or leave time for academic coursework or degree programs considered beneficial to both employee and the university (*job-related*) and that enhance employee's knowledge or skills in area directly related to current job classification or job progression.
- Courses may be taken at **any** community college, college, university, or other academic source approved by the Director of Benefit Program Administration.
- **Departmental Funds:** Departments may reimburse employees for some or all of the cost of these courses/degrees.
- **University-Wide Funds:** Provides reimbursement for tuition costs for academic coursework, *either job-related or not job-related*. Reimbursement is limited to no more than \$500 per employee per fiscal year for tuition, \$100 per employee fiscal year for textbooks. Requests are processed through the Office of Human Resources.

Employee Undergraduate Scholarship Program

- **Eligibility:** All permanent SPA/EPA non-faculty employees working full-time or part-time with a minimum of one year continuous service – or the spouse or dependent child of an eligible employee.
- Created to provide financial assistance to eligible employees, their spouses, and/or their dependents who are pursuing *an undergraduate degree at UNC Chapel Hill*.
- Covers in-state tuition and required fees for the courses, less the amount covered by an Employee Tuition Waiver or other need-based aid.
- Scholarships are awarded based on financial need.

Student Fee Waiver Program

- **Eligibility:** All permanent SPA/EPA non-faculty employees working at least 30 hours per week (or their spouses) studying at UNC-Chapel Hill.
- Applies to student fees such as Student Health Service, Athletic passes, Student Recreation Center, etc. – not fees for designated programs or those required by school or department.
- May be used during any academic term. Not necessary if using Tuition Waiver in the same term.

Application Fee Waiver Program

- **Eligibility:** All permanent SPA/EPA non-faculty employees working full-time or part-time.
- Waives the fee to apply to undergraduate or graduate degree programs or to Continuing Education.
- Program available **only** to UNC-Chapel Hill employees studying at UNC-Chapel Hill.
- Waiver must be requested from the degree-granting admissions office prior to paying any application fee.

For more information, contact:
BENEFIT SERVICES

104 Airport Drive, CB# 1045
Phone 962-3071, Fax 962-6010
benefits@unc.edu

See Also "Educational Benefits" on the HR website:
<http://hr.unc.edu>