



## Faculty/Staff Tuition Waiver Checklist

### Enrolling at ECSU:

1. Read the Waiver of Tuition for Faculty and Staff Policy 200.1.5
2. Apply for Admission
3. Register for desired course(s)
4. Complete the *Tuition Waiver Application for Faculty and Staff*
  - ↳ Obtain all signatures in the following order
    - Employee
    - Supervisor
    - Registrar
    - Human Resources
    - Student Accounts

(Ensure you retain a copy of the form at each stage of the approval process.)

5. **Submit to Student Accounts no later than 5<sup>th</sup> school day**

### Enrolling at another UNC Campus:

1. Contact the enrolling institution for guidance on their process and identify any established cut-off dates
2. Apply for Admission
3. Register for desired course(s)
4. Complete the ECSU Tuition Waiver Application for Faculty and Staff
  - ↳ Obtain signatures in the following order
    - Employee
    - Supervisor
    - Human Resources
    - Refer to Enrolling Institute for further direction



Division of Human Resources