How do I apply for tuition waiver for courses at non-UNC Charlotte schools?

Tell Me

If this is your first time applying for tuition waiver, see the Before You Begin box below.

1. Log in to My UNCC
2. Select the Banner Self Service icon
3. Select the Employee tab
4. Click on Tuition Waiver-Request
5. Select the button Click Here for non-UNC Charlotte Courses
6. Select the correct Term from the drop-down menu and click OK
7. Result: A confirmation page will display your manager’s name. Follow the instructions on the page to confirm or correct the reporting relationship.
8. Check the box next to the course(s) for which you want to apply tuition waiver(s)
9. Click OK.
10. Select the UNC System School in which you are enrolled
11. Enter the course information:
   1. If the course is online: enter Online in the Class Meeting Time (Days or Online) and N/A in the Start Time and End Time fields, OR
   2. If the course meets during your regular scheduled work hours: enter the days of the week and meetings times in the Class Meeting Time (Days or Online) fields
12. Read the text at the bottom of the screen
13. Click OK to complete the transaction.

Result: Your request will be automatically routed to you manager via email for review. If your manager is on extended leave, the request will be sent to your manager’s manager.

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.

Related FAQs

- What fees are covered by the tuition waiver program?
- What if the employee’s request for tuition waiver is sent to the wrong manager?
- How do I submit an approved tuition waiver for payment at a non-UNC Charlotte school?
- How do I respond to an employee’s request for tuition waiver?
• How do I drop a request for tuition waiver?