How do I apply for tuition waiver and textbook loan for courses at UNC Charlotte?

Tell Me

If this is your first time applying for the tuition waiver and textbook loan programs, read the Before You Begin box below.

1. Login to My UNCC
2. Click the Banner Self Service icon
3. Select the Employee tab
4. Click on Tuition Waiver-Request
5. Select the button marked Click Here for UNC Charlotte Courses
6. Select the correct Term from the drop-down menu and click OK

Result: A confirmation page such as the one pictured below will display your manager's name. Follow the instructions on the page to confirm or correct the reporting relationship.

Warning: Confirming an incorrect manager will delay processing

1. Check the box next to the course(s) for which you want to apply tuition waiver(s)
   1. If you are taking a graduate level course read the IRS tax exemption hyperlink and select Yes or No
   2. If you want to take advantage of the textbook loan program, check the I would like to take advantage of the Textbook Loan Program, then click OK
   3. If you do not want to take advantage of the textbook loan program, click OK
   4. If you would like more information on the textbook loan program, click the link for Textbook Loan Program, and click OK
2. If you choose to take advantage of the textbook loan program, select the course(s) for which you want to use the textbook loan program
3. Click OK.

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

- How do I respond to an employee’s request for tuition waiver?
- What if the employee’s request for tuition waiver is sent to the wrong manager?
- How do I apply for tuition waiver and textbook loan for courses at UNC Charlotte?
- How do I get the admission fee waived as part of the tuition waiver program?
- What are the eligibility requirements for the tuition waiver program?