What are the roles and responsibilities associated with the tuition waiver process?

As the employing institution, UNC Charlotte is responsible for managing the tuition waiver request policy and process. This includes verifying your eligibility, obtaining your manager’s approval, and tracking your usage of up to 3 tuition waivers per academic year.

The enrolling institution (where you take classes) is responsible for managing your student experience including enrollment, registration, degree requirements, and student account activity. Please note, the enrolling institution determines the academic calendar (e.g. registration and drop/add deadlines) and tuition waiver policies for their students (i.e. some degree programs, such as UNC MBA, do not accept tuition waiver as a form of payment).

As the employee/student, you are responsible for following the UNC Charlotte online tuition waiver process and policies outlined here. You must also find and follow the academic calendar and tuition waiver policies and procedures established by the enrolling institution. Contact the Student Accounts/Bursar’s Office, Registrar’s Office, or the degree program director of the enrolling institution to learn more about the academic calendar, tuition waiver policies and where to send your approved waiver for processing.