

How do I apply for the Faculty/Staff Textbook Loan Program?

The Faculty/Staff Textbook Loan Program (FSTLP) application is embedded in the online application for Tuition Waiver for UNC Charlotte courses. Applications must be submitted at least 20 days before the first day of class.

1. Login to [My UNCC](#)
2. Click the **Banner Self Service** icon
3. Select the **Employee** tab
4. Click on **Tuition Waiver for Employees**
5. Select the button marked **Request New Waiver** at the bottom of the page
6. Follow the instructions on the page to confirm assigned manager and click **Next**
7. Select the **UNC Charlotte** option and click **Next**
8. Select the course and click **Next**
9. Confirm your desire to participate in the Faculty/Staff Textbook Loan Program and click **Next**
10. Carefully read the page, select the box to indicate your agreement, and click **Submit**.

Result: Your request will be automatically routed to your manager via email for review.