I. PURPOSE..... 1
II. REQUIREMENTS..... 1
III. REQUESTING TUITION EXEMPTION SUPPORT.....2
IV. ADDITIONAL CONCERNS & LIMITATIONS.....3

I. PURPOSE

The purpose of the Employee Tuition Exemption Program is to support employees in their pursuit of advanced degrees, certifications, licensures, or non-credit courses or programs, whether of personal interest to the employee or directly related to an employee's current role.

II. REQUIREMENTS

In accordance with Policy 3.2.3 - Employee Tuition Support Programs and additional guidelines as developed by the Center for Organizational Excellence, the following requirements must be met to qualify for the Employee Tuition Exemption Program:

- The employee must be a full-time employee at the College,
- The employee must have worked for at least nine (9) months in a full-time capacity for the College,
- The employee must pay for books and any other special fees associated with the course,
- The employee may not use this benefit if its use would result in a student or other member of the public being unable to enroll in the course due to course seat limitations,
- The use of this benefit may not impact the employee's ability to discharge their job responsibilities, and an inability to discharge said duties may be grounds for denial of this benefit,
- The employee may not take a course that is held during the employee's working hours, unless otherwise approved by the employee's supervisor, notwithstanding that an employee's lunch time shall not be considered working hours for the purposes of this benefit so long as the lunch time occurs between the times of 11:00 AM and 2:00 PM local time,

- The Employee Tuition Exemption Program may not be used for self-supporting courses, and
- The employee must submit an application to the College and, if applicable, complete the residency determination process.

III. REQUESTING TUITION EXEMPTION SUPPORT

1. Before starting classes, review Policy 3.2.7 - Educational Leave as well as Procedure 3.1.7.1 - Salary Plan, noting that neither a salary increase nor educational leave are guaranteed.

2. The employee must discuss their plans with their supervisor to determine if the courses are relevant to the employee's current position. If the employee is pursuing an additional degree related to their position and would like to apply for a pay increase effective upon earning their credential, they will also need to submit the appropriate Etrieve form before starting coursework. The employee should await approval before starting coursework if enrollment is contingent on the College exempting a portion of their tuition.

3. Submit the application for the Employee Tuition Exemption Program before the classes begin through the Tuition Exemption Program Etrieve Form. The employee will need to request exemption each term they are seeking it. The employee will be notified within two (2) weeks if their request has been approved. Priority deadlines apply to the eligibility for tuition exemption, which include:

    a. May 1 for summer terms
    b. August 1 for fall terms
    c. December 1 for spring terms

4. Tuition exemptions will be awarded as funding allows, with priority given to employees in the following order:

    a. Employees earning a credential related to their College employment will be given first priority and permitted to register prior to add/drop. If funds are insufficient to fully support the first priority employees, funds will be distributed on a proportional basis. All remaining funds, if any, will flow down to support second priority employees.
    b. Employees applying for tuition exemption for the first time will be given second priority. If funds are insufficient to fully support the second priority employees, funds will be distributed on a proportional basis. All remaining funds, if any, will flow down to support tertiary priority employees.
    c. All other employees who applied on or before the priority deadline will be given tertiary priority. If funds are insufficient to fully support the tertiary priority

employees, funds will be distributed through a lottery system. All remaining funds, if any, will flow down to support all employees who applied after the priority deadline; these funds will be disbursed using the same procedures for employees applying on or before the priority deadline.

IV. ADDITIONAL CONCERNS & LIMITATIONS

Salary increases as a result of obtaining additional degrees as well as the granting of educational leave are governed by separate policies and are in no way guaranteed under Policy 3.2.3 - Employee Tuition Support Programs or its procedures. Please review the relevant policies and procedures, specifically Policy 3.2.7 - Educational Leave and Procedure 3.1.7.1 - Salary Plans.

The Employee Tuition Exemption Program is only available for employees taking a course at the College; tuition exemption is not available when taking courses at other public colleges or universities in North Carolina. The Employee Tuition Exemption Program benefit, if applicable, must have been applied for by the employee before being eligible for the Employee Tuition Reimbursement Program.

The tuition exemption amount shall not exceed the cost of in-state tuition and applicable registration fees.

REFERENCES

Statutory References	N.C.G.S. § 115D-5(b1)
Regulatory References	1D SBCCC 400.4, 1C SBCCC 200.94
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Procedure 3.1.7.1 - Salary Plans ● Policy 3.2.3 - Employee Tuition Support Programs ● Policy 3.2.7 - Educational Leave

PROCEDURE HISTORY

March 1, 2025	Adopted.