Faculty/Staff Tuition Waiver Checklist

Enrolling at ECSU:

1. Read the Waiver of Tuition for Faculty and Staff Policy 200.1.5
2. Apply for Admission
3. Register for desired course(s)
4. Complete the *Tuition Waiver Application for Faculty and Staff*
   - Obtain all signatures in the following order
     - Employee
     - Supervisor
     - Registrar
     - Human Resources
     - Student Accounts
   (Ensure you retain a copy of the form at each stage of the approval process.)
5. **Submit to Student Accounts no later than 5th school day**

Enrolling at another UNC Campus:

1. Contact the enrolling institution for guidance on their process and identify any
   established cut-off dates
2. Apply for Admission
3. Register for desired course(s)
4. Complete the ECSU Tuition Waiver Application for Faculty and Staff
   - Obtain signatures in the following order
     - Employee
     - Supervisor
     - Human Resources
     - Refer to Enrolling Institute for further direction

*Division of Human Resources*

*ECSU is a constituent institution of the University of North Carolina.*