



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

February 16, 2005

Memorandum

To: Senior Continuing Education Administrators
HRD Coordinators/Directors

From: Dr. Larry Keen, Vice President
Economic and Workforce Development Division

Subject: HRD Tuition and Fee Waiver Verification Form

Effective immediately, new procedures will be in effect regarding the collection of data for individuals enrolled in HRD courses.

1. To streamline the data collection process, colleges are no longer required to complete an HRD Student Profile form on students enrolled in the program. Please note that selected data elements contained on the profile form have been incorporated in the HRD Tuition and Fee Waiver Verification Form (see attachment). **Please begin using this form immediately.**
2. With the exception of captive/co-op course offerings, there must be a signed fee waiver form for **each course** for which the individual has enrolled. For example, a student wants to enroll in both HRD 3001-HRD Employability Skills and HRD 3005-Introduction to Computers. This student could not complete one form and let it be used for both classes. This student must have a fee waiver for each course.
3. For auditing purposes, all fee waiver forms must be maintained in the course file that includes the student's registration form.
4. Colleges **will not be required** to input the data contained on the HRD Tuition and Fee Waiver Verification Form into the UNIX or Datatel computer system. Given this change, colleges will not be required to submit their data files to the System Office.

If you have questions regarding this change, please contact me at (919) 807-7158 or email boyceb@ncccs.cc.nc.us.

CC: Presidents

E-mail Copy
CC05-041

HRD Tuition and Fee Waiver Verification Form

<i>For Office Use Only</i>	
HRD Course:	_____
Cycle/Section:	_____
Contract Number:	_____
Total Hours:	_____
Date of Class:	_____
Registration Fee:	_____

Student Name: _____

Social Security# _____

HRD Student Profile	Response	Comments	Response
What is your current employment status? 1=Unemployed 2= Employed- Part Time 3= Employed- Full Time		*** Answer the question below only if you are qualifying for the fee waiver under the criteria "is working and eligible for the federal earned income tax credit." Please indicate the number of dependents living in your household.	
If unemployed, please give the name and location of the company and the last date of employment. Name: _____ Location: _____ Last Date of Employment: _____		Comments:	
Have you received notice of a layoff? Yes _____ No _____ If yes, please give the name and location of the company. Name: _____ Location: _____			

Work History Profile					
Have you worked in the past 12 months? If yes, complete the following					
Employer/Job Title	Start / End Date	Weeks Employed	Hourly Wage	Hours Per Week	Comments
1)					
2)					
3)					

Tuition and Fee Waiver – Verification Statement

The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Continuing Education course.

I qualify for a tuition and fee waiver under the following criteria:

- _____ 1=I am currently unemployed
- _____ 2=I have received notification of a pending layoff
- _____ 3=I am working and eligible for the Federal Earned Income Tax Credit
- _____ 4=I am working and earn wages at or below two hundred percent (200%) of the federal poverty guidelines.

I hereby verify that all the information given by me as written on this HRD Application/Work History Profile is complete and accurate to the best of my knowledge.

Signature: _____

Date: _____