



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

**Thomas A. Stith III**  
**President**

**NUMBERED MEMO CC22-024**

**TO:** Senior Continuing Education Administrators  
HRD Directors/Coordinators

**FROM:** Nate Humphrey  
Associate Vice President, Workforce and Continuing Education Programs

**SUBJECT:** 2022 HRD Tuition and Fee Waiver Guidelines

**DATE:** March 25, 2022

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Per N.C. General Statutes (G.S. 115D-5(b)(13)), individuals enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if they meet one of four criteria:

- 1) Are unemployed;
- 2) Have received notification of pending layoff;
- 3) Are working and are eligible for the federal earned income tax credit;
- 4) Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

**Federal Earned Income Tax Credit**

<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/earned-income-tax-credit-income-limits-and-maximum-credit-amounts>

**Federal Poverty Guidelines**

HOUSEHOLD/ FAMILY SIZE	200% OF 2022 ANNUAL
1	\$ 27,180
2	\$ 36,620
3	\$ 46,060
4	\$ 55,500
5	\$ 64,940
6	\$ 74,380
7	\$ 83,820
8	\$ 93,260

<https://aspe.hhs.gov/poverty-guidelines>

<https://aspe.hhs.gov/system/files/aspe-files/107166/2021-percentage-poverty-tool.xlsx>

Use these guidelines for determining an individual's eligibility for the HRD Tuition and Fee Waiver. Additionally, the policy states that students for whom registration fees are waived must sign a statement on an official college document verifying that they meet one of the criteria.

Please note that students must sign a waiver for each course they are enrolled in and seek waiver eligibility.

If you have any questions, please contact me at [humphreyn@nccommunitycolleges.edu](mailto:humphreyn@nccommunitycolleges.edu) or call 919-807-7159.

cc: Chief Academic Officers  
College Registrars  
Continuing Education Registrars  
Data Coordinators  
Institutional Researchers (Planners)