



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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President

June 5, 2012

MEMORANDUM

TO: Chief Business Officers,
Continuing Education Administrators
Instructional Administrators
Student Services Officers
Registrars

FROM: Jennifer Haygood, Vice President for Business and Finance and
Chief Financial Officer

SUBJECT: Tuition Remission Data Initiative and Waiver Reference Guide

All colleges must submit the Tuition and Fee Remission (Waiver) Report each semester per the System Office's Annual Reporting Plan. Historically, colleges have manually reported the data, and the System Office has manually compiled a summary for all 58 institutions. Through the System's Data Initiative Project, we are taking advantage of the opportunity to automate this data collection process through an annual data extract from Colleague and a file transmission to the System Office, for processing into the System Data Warehouse. As a result, there is a business need to fully standardize curriculum and continuing education waiver discount codes used for the statutorily waived populations across all 58 colleges. This effort will ensure that our waiver data going forward is accurate, consistent, and reliable at the System level.

For this new automated reporting process to work, colleges will need to use the uniform set of waiver discount and AR codes for the statutorily waived populations beginning July 1, 2012. Attached are three key documents:

- 1. Standardized List of Waiver Discount and AR Codes – Attachment A.** Many colleges already use several of these codes, but this fully standardized list will address some issues detected when the General Assembly's Fiscal Research Division surveyed colleges last year about waivers comprising the "Other" category. The list has also been updated to account for the legislative changes that have occurred over the years with waivers.
- 2. Job Aid – Attachment B:** This document provides instructions to assist with making any necessary changes to AR and Discount Codes within CIS (Colleague).
- 3. Tuition and Registration Fee Waiver Reference Guide (Attachment C):** The Data Initiative is also focused on improving data integrity by establishing standardized

definitions for data fields. In support of this goal, the attached Waiver Reference Guide provides information on the statutorily authorized groups/organizations and types of training eligible for waivers. This document has been assembled in consultation with System Office programmatic staff. **Colleges should consult this document to ensure that waivers are applied appropriately and reported consistently.** This document will be updated as legislative and State Board changes occur and as issues that need further clarification are identified.

The goal is to start using the standard codes for the new Fiscal Year 2012-13, presumably associated with Fall 2012 registrations. **However, there is no requirement to revisit any registrations that have occurred prior to July 1 containing codes inconsistent with this list.** As we continue to work with IT on the development of the new data extraction and review process, we will look for ways to mitigate any discrepancies within the application that is provided, at the time of data review prior to final submission. We accept and acknowledge that there may be an impact to the overall accuracy of the Fall 2012 data submission, but we believe that to be marginal to the data collection as a whole.

Any policy-related questions about AR/discount codes can be directed to Kim Van Metre at vanmetrek@nccommunitycolleges.edu and any Colleague application questions can be directed to the CIS Help Desk at cishelpdesk@nccommunitycolleges.edu. Please direct any questions about the application of waivers to Jennifer Haygood at haygoodj@nccommunitycolleges.edu. If necessary, such questions will be referred to the appropriate programmatic contact.

Cc: Presidents

CC12-016
E-mail Copy

Adding a New AR Code

APP: ST Mnemonic: ARCF

Step 1: AR Codes for waivers must be created for any new waivers that need to be added or for any currently used waivers that need to be changed, in order to comply with the standard statutorily authorized list, and they must be created before adding to the waiver policy. Waiver policies are used for curriculum courses only. Continuing Education discounts will be discussed in another section. If a new AR code needs to be created, be sure to follow same format as old code. For example, if you currently use a waiver code for senior citizens which differs from proposed uniform code, be sure to use same GL accounts, AR Category, and priority.

The screenshot shows the 'ARCF - AR Codes' web application interface. The main form is titled 'AR Code : WSENR'. The 'Description' field contains 'Senior Citizen Waiver'. Other fields include 'Default Charge', 'Default Credit', 'AR Category' (TUICU Curriculum Tuition), 'Priority' (120), 'Office Codes' (1, 2, 3), 'Appl Fee' (No), and 'Fed Tax'. A table below lists GL Account No/Deferred Revenue GL Account No with columns for Percent and Amount. The table has two rows: '55-000-11-420207-00000' with 'Waiver-Senior Citizen' and '100.00000', and '55-000-11-237000-00000' with 'Unearned Revenue : Unde'. The 'Total' row shows '100.00000' and '0.00'. Below the table are fields for 'GL Distr Rules', 'GL Subroutine', 'Tax Rules/Codes', and 'Comments'. A callout box on the left points to the 'GL Account No/Deferred Revenue GL Account No' field with the text: 'If changes are made to make New Waiver AR code, make sure that GL accounts remain same as the old Waiver AR codes'.

Figure 1

Generally, AR Codes apply charges and waivers to student accounts. The general ledger numbers attached to these codes must represent fund 55 revenue accounts. All accounts receivable transactions will need at least one AR code.

Adding a New Waiver Policy

APP: ST Mnemonic: WAVP

Step 2: The same waiver policy can be used as was used with an old code, OR a new waiver policy can be created, but the Tuition Waiver AR Code must be changed to new code on WAVP. Be sure to use correct waiver AR code.

WAVP - AR Waiver Policies

AR Waiver Policy : SENR

Description: Senior Citizen Waiver Policy

Waive or Charge: W Waive

Tuition Waiver AR Code: WSENR Senior Citizen Waiver

Max Number of Courses: 99

Max Number of Credits:

Max Tuition:

	Waived Charge AR Code	Waiver AR Code	Waived Pct
1	LABFE Lab Fees	LABFW Lab Fee Waiver	100.00
2			
3			
4			
5			
6			
7			

Make sure to include correct Waiver AR Code for Policy

Figure 2

AR Waiver Policies (WAVP) define waiver policies for the institution and may be added to one or more registration rate tables. A waiver policy describes a reduction or elimination of tuition and other charges.

Tuition is waived by the criteria in the top section of the screen. Other Charges are waived in the middle section of the screen (ie, lab fees). If other charges are used at the course level and those fees are to be waived, they should be listed in the middle portion of the screen.



Correcting a Rate Table

APP: ST Mnemonic: RGRT

Step 3: If a new waiver policy was created, the policy must be updated on the rate table. For example, if a new waiver policy was created for the senior citizen waiver, go to the current rate table for senior citizen waivers and enter new waiver policy, with effective date of 7/1/12. To do this, go to last blank line and enter new effective date, current tuition rate table and term rates, but enter new waiver policy. A new tuition rate table will need to be created with increased tuition rates, effective 7/1/12.

File Options Help Keep Context Open Save Save All Cancel Cancel All

RGRT - Registration Rate Tables

Reg Rate Fields ID : BILLCHAR Effective Date : 11/30/01

Reg Rate Table : SENR

Description: Senior Citizen Rate Table End Date: []

Periodic Billing: No Comments: []

Field Name	Required	Value
1 SCS.RESIDENCY.STATUS	Yes	IN
2 SCS.STUDENT.TYPE	No	SENR
3		
4		
5		
6		
7		

Eff Date	Tuition Rates	Term Rates	Add/Drop/Wdrv	Waiver Policy
1 07/01/09	WAVIN09-10 Waiv	WFEE07-08 Term		SENR Senior Ci
2 07/01/07	WAVIN07-08 Waiv	WFEE07-08 Term		SENR Senior Ci

Waiver policy must match here and on WAVP.

Adding a New Discount Code

APP: ST Mnemonic: DISC

Step 1: The Tuition Discounts (DISC) screen is used to define tuition discounts for courses billed by the course section rather than by a tuition rate table. The waiver AR code must be created in ARCF before creating a discount code. Discount codes are used to waive/discount tuition for continuing education courses only.

File Options Help Save Save All Cancel Cancel All

DISC - Tuition Discounts
Discount : CEVFR

Description: CE Volunteer Fireman

Amount:

Percent/Max Amount: 100.00

Type: Both Discounts Match

AR Code: CEVFR CE Volunteer Fireman

Rules

1	
2	
3	
4	
5	

If a new discount code is created, be sure to use correct AR code.

Continuing Education charges may be reduced for selected students by attaching one of three types of discount codes:

- Course section – everyone in the section receives the discount
- Student – all registered sections will be discounted for this student
- Both – discount applies only when the section and student are coded

Note: If the section is set up with type as “B” (Both), the discount code must be the same on the course section and student profile (SPRO) then drill down on add'l profile data (ASPR). This is typically set up when a student registers. So if a student has an old discount code on his/her profile, the code must be changed to new discount code.

NC Community Colleges

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TUITION AND REGISTRATION FEE WAIVER

REFERENCE GUIDE

Version 1.0

The purpose of this reference guide is to provide community college staff and other interested persons with an official, all-inclusive guidance document that contains statutory and other legal references related to the authorization of curriculum tuition and continuing education registration fee waivers. This document will be updated as needed when changes occur.

Table of Contents

Table of Contents	1
Policy Reference Guide	2
Tuition Remission Discount/AR Codes.....	2
General and Uniform Regulations for Waiver of Tuition and Registration Fees	3
Basic Skills Program - Enrollees.....	5
Basic Skills Plus	6
Fire Departments (Volunteer & Municipal, County, or State).....	7
EMS -Emergency Medical Service (Volunteer & Municipal, County, or State).....	9
Rescue and Lifesaving Departments (Volunteer & Municipal, County, or State): Emergency Management	11
Radio Emergency Associated Communications Team (REACT)	13
Law Enforcement Officers (Municipal, County, or State)	14
Division of Adult Corrections of the Department of Public Safety, and	16
The Division’s Section of Community Corrections.....	16
Division of Juvenile Justice of the Department of Public Safety.....	17
Trainees – Customized Training Program	18
Elementary and Secondary School Employees – CPR/First Aid Courses	19
Senior Citizens.....	20
Students – Human Resources Development Courses.....	21
High School Students – Curriculum Courses.....	22
Eligible Survivor of Public Safety Officer Killed in the Line of Duty	23
Eligible Spouse of a Totally & Permanently Disabled Public Safety Officer.....	25
Eligible Child of a Totally & Permanently Disabled Public Safety Officer	27
Wards of the State	29
Appendix A: Relevant General Statute and Session Law Citations.....	30
Appendix B: General Guidance - NC Law Enforcement Agencies	35
Appendix C: Interpretative Rule.....	36

Policy Reference Guide

NC General Statutes – See Appendix A

G.S. 115B-2	Tuition Waiver Authorized - Survivors
G.S. 115D-5(b)	Tuition Waiver – Authorized Groups
S.L. 2011-145, Section 8.5	Basic Skills Plus

NC Administrative Code – Under Revision

SBCCC Chapter 5, Subchapter H	Waivers
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Tuition Remission Discount/AR Codes

#	General Statute	Waiver Category	Tuition Remission Discount/AR Codes	
			CE	CU
1	G.S. 115D-5(b) (1)	Basic Skills Programs		
2	G.S. 115D-5(b) (2) a.	Fire Departments (Volunteer)	CEVFR	
3	G.S. 115D-5(b) (2) b.	Fire Departments (Municipal, County, or State)	CEPFR	
4	G.S. 115D-5(b) (2) c.	EMS or Rescue and Lifesaving Departments (Volunteer)	CEVRS	
5	G.S. 115D-5(b) (2) d.	EMS or Rescue and Lifesaving Departments (Municipal, County, or State)	CEPRS	
6	G.S. 115D-5(b) (2) e.	Radio Emergency Associated Communications Teams	CERCT	
7	G.S. 115D-5(b) (2) f.	Law Enforcement Agencies (Municipal, County, or State)	CEPLW	WBLET
8	G.S. 115D-5(b) (2) g.	Division of Adult Corrections employees	CECOR	
9	G.S. 115D-5(b) (2) h.	Division of Juvenile Justice employees	CEDJJ	
10	G.S. 115D-5(b) (4)	Customized Training Program Trainees		
11	G.S. 115D-5(b) (10)	Elementary and secondary school employees (First Aid/CPR Course)	CECPR	
12	G.S. 115D-5(b) (11)	Senior Citizens (Legal Resident/age 65+)	CESEN	WSENR
13	G.S. 115D-5(b) (12)	High School Students (Career and College Promise)		WCCPP
14	G.S. 115D-5(b) (13)	Human Resources Development Program (Eligible Enrollees)	CEHRD	
15	G.S. 115B-2(a)(2)	Eligible Survivor - authorized under GS 115B-2	CESUR	WSURV
16	G.S. 115B-2(a)(3)	Eligible Spouse - authorized under GS 115B-2	CESPO	WSPOU
17	G.S. 115B-2(a)(4)	Eligible Child - authorized under GS 115B-2	CECHD	WCHLD
18	G.S. 115B-2(a)(5)	Ward of the State	CEWRD	WWARD
19	S.L. 2011-145, Sec. 8.5	Basic Skills Plus	CEBSK	WBSKP

General and Uniform Regulations for Waiver of Tuition and Registration Fees

Definitions:

1. **Waive:** To exempt a student from paying a charge that would otherwise be required and adjust the student's account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.
2. **Tuition and Registration Fee Waiver:** A waiver that exempts an individual from paying curriculum tuition or continuing education registration fees established by the State Board pursuant to G.S. 115D-39 that would otherwise be required to enroll in a course and deposited with the State Treasurer. A tuition and registration fee waiver shall not be construed to mean inclusion of any other fees or charges (i.e. student fees, textbooks/supplies, insurance, etc.) that may be required for enrolling in a course or program. G.S. 115D-39 and G.S. 116-143 provide certain circumstances under which students who do not qualify as resident students may be charged in-state tuition. The difference between the out-of-state and in-state tuition rates is not considered a tuition waiver for the purposes of this document.
3. **Authorized Group/Organization:** A category of students that may be granted a tuition and/or registration fee waiver for courses per G.S. 115B-2, GS 115D-5(b), or Section 8.5 of S.L. 2011-145.
4. **Eligible Training:** Training that has been approved by the State Board of Community Colleges as being eligible to be waived for a specific authorized group, consistent with G.S. 115B-2, GS 11D-5(b), or Section 8.5 of S.L. 2011-145.
5. **Discount Code:** The code used within CIS (Colleague) that is associated with the appropriate general ledger account that accounts for the amount of continuing education registration fees that are waived.
6. **AR Code:** The code used within CIS (Colleague) that is associated with the appropriate general ledger account that accounts for the amount of curriculum tuition that is waived.

General Provisions:

1. **Authority and Scope:** Colleges are not authorized to waive tuition or registration fees due to the State unless expressly authorized by statute. This document provides guidance to colleges on the appropriate application of statutorily authorized tuition and registration fee waivers. The waiver of other fees and charges is governed by local policy and is beyond the scope of this document.
2. **Admission Requirements:** Persons in authorized groups must meet admission requirements and other standards considered appropriate by the local college or credentialing agency to enroll in courses for which the student is eligible for a waiver.
3. **Proof of Eligibility:** It is the responsibility of the individual to establish proof of eligibility.
4. **Reporting FTE:** Unless otherwise prohibited by law, students eligible for an authorized waiver shall be counted in the computation of enrollment for funding purposes (BFTE) in a manner consistent with non-waived students, assuming all applicable reporting requirements are met.
5. **Self-Supporting Courses:** The amounts charged to students enrolled in a self-supporting course are considered “self-supporting fees”, not tuition and registration fees. Therefore, tuition and registration fee waivers may not be granted to students enrolled in self-supporting courses. The college must charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student’s behalf.
6. **Tuition and Remission Report:** In accordance to the Annual Reporting Plan, colleges are required to submit to the System Office a Tuition Remission Report, which summarizes the amount of tuition and registration fees waived on behalf of individuals who are members of authorized groups. The tuition remission report shall not include the waiver of any student charges not expressly authorized by statute.

Authorized Group**Basic Skills Program - Enrollees**

Definition:	Students enrolled in Basic Skills programs as defined by Chapter 4, Subchapter B of the State Board Code.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(1)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Adult Basic Education (ABE), GED, Adult High School Diploma (AHS), English as a Second Language (ESL), Compensatory Education (CED)
Proof of Eligibility of Waiver:	Because there is no registration fee charged to students enrolled in Basic Skills programs, there is no need to document eligibility of waiver. Colleges, however, do need to ensure that they maintain documentation that students are enrolled in Basic Skills programs consistent with the law of North Carolina and State Board policies.
Tuition Remission Report Discount/AR Code:	Because there is no registration fee charged to students enrolled in Basic Skills programs, colleges are exempt from tracking waivers on the Tuition Remission Report for this authorized group.

Additional Information:

- None at this time.

Authorized Group**Basic Skills Plus**

Definition:	Students enrolled in a State Board -approved Basic Skills Plus program. Basic Skills Plus is a program that provides employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate.
Agency Affiliation(s):	N/A
General Statute(s):	S.L. 2011-145, Section 8.5
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Students may only be waived for occupational extension and/or curriculum courses that are part of a State-Board-approved Basic Skills Plus program.
Documentation:	Colleges are responsible for ensuring that students are enrolled in Basic Skills Plus programs consistent with the State Board's Basic Skills Plus Guidelines.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEBSK – Basic Skills Plus students Curriculum: WBSKP – Basic Skills Plus students

Additional Information:

- Colleges must obtain approval from the State Board to offer a Basic Skills Plus program and must operate that program consistent with the State Board's Basic Skills Plus Guidelines.

Authorized Organization**Fire Departments (Volunteer & Municipal, County, or State)**

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ Individuals on a current roster with a fire or fire/rescue department whose responsibilities include the protection of life and property through firefighting. This includes Junior Members who meet college admissions/enrollment requirements. ▪ Fire marshal, deputy fire marshal, and assistant fire marshal. ▪ Municipal, county or state public safety dispatchers/telecommunicators.
<p>Agency Affiliation(s):</p>	<p>Volunteer, municipal, county or State fire or fire/rescue departments (including non-profits) as identified by the NC Office of State Fire Marshal (OSFM). NC Department of Public Safety - Butner Public Safety NC Dept of Agriculture and Consumer Services - NC Forest Service</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b) (2) a. Volunteer G.S. 115D-5(b) (2) b. Municipal, County, or State</p>
<p>SBCC Code(s):</p>	<p>Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.</p>
<p>Eligible Training:</p> <p><i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i></p> <p><i>(SBCC approval pending)</i></p>	<p>Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i></p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with an FIP, EPT, WLF, HAZ, or OSH course prefix. • Courses with an SAF prefix related to first aid/CPR training. • Courses with an EMS or CJC prefix and courses with a COD prefix related to Law and Administration or Fire Inspection when such training is for firefighters whose duties within the department necessitate such training.
<p>Proof of Eligibility of Waiver:</p>	<p>It is the responsibility of the individual to establish proof of eligibility.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education: CEVFR - Fire Departments (Volunteer) CEPFR Fire Departments (Municipal, County, or State)</p>

Additional Information:

- The NC Fire and Rescue Commission manages the state's voluntary fire and rescue certification program. The Office of State Fire Marshal (OSFM), within the NC Department of Insurance, serves as staff to the Commission. Additional information can be found on the following website: <http://www.ncdoi.com/osfm/Default.asp>
- The General Statutes do not include federal fire departments among the organizations authorized to receive tuition and fee waivers. Federal firefighters shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal firefighters whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal fire department training needs.

Authorized Organization**EMS -Emergency Medical Service (Volunteer & Municipal, County, or State)**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Individuals credentialed as a Medical Responder, Emergency Medical Dispatcher, EMT-Basic, EMT-Intermediate, and/or EMT-Paramedic. ▪ Members of State Medical Assistance Teams (SMATs). ▪ Municipal, county or State public safety dispatcher/telecommunicator.
Agency Affiliation(s):	Volunteer, municipal, county, or State Emergency Medical Services (EMS) departments (including non-profits), and departments approved by the NC Office of Emergency Medical Services (OEMS) to be primarily dispatched to emergency scenes as a result of 911 calls to a county's EMS System, excluding those dispatched only for disaster situations or specialty requests.
General Statute(s):	G.S. 115D-5(b) (2) c. - Volunteer EMS or Rescue and Lifesaving Departments G.S. 115D-5(b) (2) d. - Municipal, County, or State EMS or Rescue and Lifesaving Departments
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training: <i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i> <i>(SBCC approval pending)</i>	Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i> Continuing Education: <ul style="list-style-type: none"> • Courses with EMS, EPT, or OSH course prefixes • Courses with an SAF prefix related to first aid/CPR training. • MED-3200 Critical Care Transport and courses with an FIP or CJC prefix when such training is for authorized persons whose duties within the EMS department necessitate such training. • SMAT team training is limited to EMS-4000. Curriculum: <ul style="list-style-type: none"> • Not applicable at this time. (Note: Do not use Curriculum Discount Code.)
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEVRS - EMS or Rescue and Lifesaving Departments (Volunteer) CEPRS - EMS or Rescue and Lifesaving Departments (Municipal, County or State) <i>Note: The same Tuition Remission codes are used for Emergency Management (EM).</i>

Additional Information:

- The credentialing agency for Emergency Medical Services is the NC Department of Health and Human Services – Office of Emergency Medical Services (OEMS), within the NC Division of Health Service Regulation. Additional information can be found on their website: <http://www.ncdhhs.gov/dhsr/EMS/ems.htm> .
- The General Statutes do not include federal EMS, rescue, or lifesaving departments among the organizations authorized to receive tuition and fee waivers. Federal EMS, rescue, and lifesaving personnel shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal EMS, rescue, and lifesaving personnel whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal EMS, rescue, and lifesaving personnel training needs.

Authorized Organization

**Rescue and Lifesaving Departments (Volunteer & Municipal, County, or State):
Emergency Management**

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<p>Municipal, county, and State Emergency Management personnel.</p> <p>Persons identified in municipal, county, or State Emergency Operations Plans (EOPs).</p>
<p>Agency Affiliation(s):</p>	<p>Department of Public Safety's-Division of Emergency Management and local Emergency Management Offices charged with managing Emergency Operations Plans</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) c - Volunteer EMS or Rescue and Life Saving Departments G.S. 115D-5(b)(2) d - Municipal, County, or State EMS or Rescue and Life Saving Departments</p>
<p>SBCC Code(s):</p>	<p>Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.</p>
<p>Eligible Training:</p> <p><i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i></p> <p><i>(SBCC approval pending)</i></p>	<p>Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i></p> <p>Continuing Education:</p> <p>For Volunteer, Municipal, County, or State Emergency Management Personnel:</p> <ul style="list-style-type: none"> • Courses with an EPT course prefix • Courses with an SAF prefix related to first aid/CPR • Courses with an HAZ or FIP prefix that are related to Hazardous Materials <p><i>Other courses may be added to this list if approved by the Division of Emergency Management as meeting the agency's training needs</i></p> <p>For other individuals identified in Emergency Operations Plans (EOPs):</p> <ul style="list-style-type: none"> ▪ Courses with an EPT prefix
<p>Proof of Eligibility of Waiver:</p>	<p>It is the responsibility of the individual to establish proof of eligibility.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education:</p> <p>CEVRS - EMS or Rescue and Lifesaving Departments (Volunteer) CEPRS- EMS or Rescue and Lifesaving Departments (Municipal, County or State)</p> <p><i>Note: The same Tuition Remission codes are used for Emergency Medical Services (EMS).</i></p>

Additional Information:

- The waiver previously provided for individuals “engaged in civil preparedness” is no longer available; instead, colleges should use the references above for authorizing waivers for Emergency Management. Historical notes on this issue may be found in System Office Numbered Memos CC11-016 and CC11-034.
- Information on the Division of Emergency Management, within the Department of Public Safety, can be found at <http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010>.
- The General Statutes do not include federal EMS, rescue, or lifesaving departments among the organizations authorized to receive tuition and fee waivers. Federal EMS, rescue, and lifesaving personnel shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal EMS, rescue, and lifesaving personnel whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal EMS, rescue, and lifesaving personnel training needs.

Authorized Organization**Radio Emergency Associated Communications Team (REACT)**

Job Classification(s): <i>Persons authorized for eligible training</i>	Radio Emergency Associated Communication Team (REACT) member
Agency Affiliation(s):	REACT organization under contract to a county as an emergency response agency.
General Statute(s):	G.S. 115D-5(b)(2) e - Radio Emergency Associated Citizens Teams (REACT)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training: <i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i> <i>(SBCC approval pending)</i>	Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i> Continuing Education: <ul style="list-style-type: none"> • Courses related to conditions stated in local contract. Curriculum: <ul style="list-style-type: none"> • Not applicable.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CERCT - Radio Emergency Associated Citizens Teams

Additional Information:

- Information on REACT International can be found at <http://www.reactintl.org/>

Authorized Organization

Law Enforcement Officers (Municipal, County, or State)

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ Individuals who are Criminal Justice or Justice Officers, as defined in G.S. 17C-2 (3) and G.S. 17E-2 (3), with titles to include law enforcement officer, deputy sheriff, detention officer, and (sheriffs') telecommunicator. Also, the Sheriff and Reserve Officers. ▪ Municipal, county or State public safety dispatcher/telecommunicator.
<p>Agency Affiliation(s):</p>	<p>Municipal, county, or State law enforcement agencies as identified by the Department of Justice's Criminal Justice or Sheriffs' Standards divisions.</p> <p><i>A reference list of agencies is provided in Appendix B of this document.</i></p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) f - Municipal, county, or State law enforcement agencies</p>
<p>SBCC Code(s):</p>	<p>Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.</p>
<p>Eligible Training:</p> <p><i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i></p> <p><i>(SBCC approval pending)</i></p>	<p>Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i></p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC, EPT, HAZ, or OSH course prefix. • Courses with SAF prefix related to first aid/CPR training. • Courses with an FIP or EMS prefix, when such training is for authorized persons whose duties within the agency necessitate such training. <p>Curriculum:</p> <p>Basic Law Enforcement Training with sponsorship letter from an authorized organization.</p> <p><i>Responders are eligible for waivers based on their affiliation with an authorized agency. All courses must support the organizations' training needs.</i></p>
<p>Proof of Eligibility of Waiver:</p>	<p>It is the responsibility of the individual to establish proof of eligibility. Trainees are exempt from BLET class tuition/registration fees if a letter of sponsorship from a state, county, or municipal law enforcement agency is on file at the college.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education:</p> <p>CEPLW – Law Enforcement Agencies (Municipal, County, or State)</p> <p>Curriculum:</p> <p>WBLET – Law Enforcement Agencies (Municipal, County, or State)</p>

Additional Information

- Information on law enforcement certification can be found on the Department of Justice webpage: <http://www.ncdoj.com/About-DOJ/Law-Enforcement-Training-and-Standards.aspx>
- The course repeat policy does not apply to this authorized group as long as the student is enrolling in the course for the purpose of certification, renewal, or annual in-service training. Per 23 SBCC Code 02D.325(d), students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.”
- The General Statutes do not include federal law enforcement departments among the organizations authorized to receive tuition and fee waivers. Federal enforcement officers shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal enforcement officers whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. In-state tuition may be charged to federal law enforcement officers who permanent duty station is in North Carolina for BLET courses.

Definitions

- **From General Statute 17 C – Criminal Justice Education and Training Standards Commission**
 - **G.S. 17C-2 (3)** – “Criminal justice officers. ...sworn law-enforcement officers, both State and local, with the power of arrest ...”
- **From General Statute 17 E – NC Sheriffs’ Education and Training Standards Commission**
 - **G.S. 17E-2 (3)**- “Justice officer” means:
 - (a) A person who, through the special trust and confidence of the sheriff, has taken the oath of office prescribed by Chapter 11 of the General Statutes as a peace officer in the office of the sheriff. This term includes "deputy sheriffs", "reserve deputy sheriffs", and "special deputy sheriffs", but does not include clerical and support personnel not required to take an oath. The term "special deputy" means a person who, through appointment by the sheriff, becomes an unpaid criminal justice officer to perform a specific act directed by the sheriff; or
 - (b) A person who, through the special trust and confidence of the sheriff, has been appointed as a detention officer by the sheriff; or
 - (c) A person who is either the administrator or other custodial personnel of district confinement facilities as defined in G.S. 153A-219; however, nothing in this Chapter transfers any supervisory or administrative control over employees of district confinement facilities to the office of the sheriff; or
 - (d) A person who, through the special trust and confidence of the sheriff, is under the direct supervision and control of the sheriff and serves as a telecommunicator, or who is presented to the Commission for appointment as a telecommunicator by an employing entity other than the sheriff for the purpose of obtaining certification from the Commission as a telecommunicator.

Authorized Organization**Division of Adult Corrections of the Department of Public Safety, and
The Division's Section of Community Corrections**

Job Classification(s): <i>Persons authorized for eligible training</i>	<ul style="list-style-type: none"> ▪ Full-time custodial employees of the Division of Adult Correction of the Department of Public Safety.* ▪ Employees of the Section of Community Corrections of the Division of Adult Correction required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice Education and Training Standards Commission.* <p><i>*For specific job titles, see Interpretive Rule found in Appendix C.</i></p>
Agency Affiliation(s):	Division of Adult Correction of the Department of Public Safety and the Division's Section of Community Correction
General Statute(s):	G.S. 115D-5(b)(2) g Division of Adult Correction and the Division's Section of Community Corrections
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training: <i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i> <i>(SBCC approval pending)</i>	Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i> Continuing Education: <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid/CPR Curriculum: <ul style="list-style-type: none"> • Not applicable.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CECOR - Division of Adult Correction and Section of Community Corrections

Additional Information:

- None at this time.

Authorized Organization

Division of Juvenile Justice of the Department of Public Safety

<p>Job Classification(s):</p> <p><i>Persons authorized for eligible training</i></p>	<ul style="list-style-type: none"> ▪ Employees of the Division of Juvenile Justice required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice Education and Training Standards Commission.* *For specific job titles, see <i>Interpretive Rule found in Appendix C.</i>
<p>Agency Affiliation(s):</p>	<p>Division of Juvenile Justice of the Department of Public Safety</p>
<p>General Statute(s):</p>	<p>G.S. 115D-5(b)(2) h Division of Juvenile Justice</p>
<p>SBCC Code(s):</p>	<p>Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.</p>
<p>Eligible Training:</p> <p><i>Specialized Course List approved by the State Board of Community Colleges, as required by G.S. 115D-5(b)(2)</i></p> <p><i>(SBCC approval pending)</i></p>	<p>Per G.S. 115D-5(b)(2): <i>Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.</i></p> <p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid/CPR <p>Curriculum:</p> <ul style="list-style-type: none"> • Not Applicable.
<p>Proof of Eligibility of Waiver:</p>	<p>It is the responsibility of the individual to establish proof of eligibility.</p>
<p>Tuition Remission Report Discount/AR Code:</p>	<p>Continuing Education CEDJJ - Division of Juvenile Justice</p>

Additional Information:

- None at this time.

Authorized Group**Trainees – Customized Training Program**

Definition:	Trainees enrolled in courses conducted under the Customized Training Program
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(4), G.S. 115D-5.1
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Workforce continuing education courses provided through the Customized Training Program, as provided by G.S. 115D-5.1.
Proof of Eligibility of Waiver:	Because there is no registration fee charged to students enrolled in courses provided through the Customized Training Program, there is no need to document eligibility of waiver. Colleges, however, are responsible for ensuring that Customized Training programs comply with the currently approved State Board's Customized Training Program Guidelines.
Tuition Remission Report Discount/AR Code:	Because there is no registration fee charged to students enrolled in courses provided through the Customized Training Program, colleges are exempt from tracking waivers on the Tuition Remission Report for this authorized group.

Additional Information:

- None at this time.

Authorized Group**Elementary and Secondary School Employees – CPR/First Aid Courses**

Definition:	Elementary and Secondary School Employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115D-5(b)(10)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Continuing Education: <ul style="list-style-type: none"> • Courses with SAF prefix related to first aid/CPR training.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CECPR – Elementary and Secondary School Employees

Additional Information:

- None at this time.

Authorized Group**Senior Citizens**

Definition:	Senior citizens age 65 or older who are qualified as legal residents of North Carolina.
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b)(11)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Continuing Education: One course of noncredit instruction per academic semester Curriculum: Up to six hours of credit instruction per academic semester
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CESEN – Senior Curriculum: WSENR - Senior

Additional Information:

- A legal resident of North Carolina age 65 or older shall be eligible for the waiver of one occupational extension course that **begins** in each of the following time periods:
 - January 1 - May 15;
 - May 16 - August 14; and,
 - August 15 - December 31.

Colleges are directed to implement this convention, regardless of the date upon which the student registers for the class or the reporting term for which the FTE are reported. Furthermore, the receipt of a waiver under the senior citizen provision does not impact a student's eligibility to receive additional waivers provided by other statutory provisions. **(See CC10-046 for examples of the application of this clarification.)**

- If a senior citizen receives a waiver for a class and then subsequently drops the course after the first day of class, the waiver is considered used and cannot be applied to another course. **(See CC11-006 for scenarios demonstrating the application of this clarification.)**

Authorized Group**Students – Human Resources Development Courses**

Definition:	Students enrolled in Human Resources Development courses that meet at least one of the following criteria: <ul style="list-style-type: none"> (1) Is unemployed; (2) Has received notification of a pending layoff; (3) Is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or (4) Is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b) (13)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Continuing Education: <ul style="list-style-type: none"> • Courses with an HRD course prefix.
Proof of Eligibility of Waiver:	Students must sign a form verifying that they meet one of the eligibility criteria.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEHRD – Human Resources Development (HRD)

Additional Information:

- See CC12-002 for current year's federal poverty guidelines.

Authorized Group
High School Students – Curriculum Courses

Definition:	All <u>curriculum</u> courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4)
Agency Affiliation(s):	Not applicable
General Statute(s):	G.S. 115D-5(b)(12)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	<u>Curriculum</u> courses provided through a State Board-approved Career and College Promise (CCP) pathway. Colleges must obtain approval and operate CCP programs consistent with the State Board’s Career and College Promise Operating Procedures.
Proof of Eligibility of Waiver:	Colleges are responsible for ensuring that students are appropriately enrolled in Career & College Promise pathways consistent with the State Board’s Career and College Promise Operating Procedures.
Tuition Remission Report Discount/AR Code:	Curriculum: WCCPP – High school students taking curriculum courses through Career and College Promise

Additional Information:

- The waiver authorized by G.S. 115D-5(b)(12) only applies to curriculum tuition. It does not extend to optional student fees. The waiver of optional fees is governed by local policy.
- The waiver authorized by G.S. 115D-5(b)(12) does not apply to high school student enrolling in noncredit courses authorized by G.S. 115D-20(4). If a high school student enrolling in a noncredit course meets the eligibility criteria under another waiver (i.e. fire, HRD, etc.), then the student may be waived using the discount code for that other waiver.
- Colleges are authorized to provide courses in approved Career and College Promise Pathways during the summer term. If a course is provided using State funds, high school students must be waived consistent with G.S. 115D-5(b)(12). If a course is provided using State funds, the college must charge the student the self-supporting registration fee or use institutional funds to pay for the fee on the student’s behalf.

Authorized Group

Eligible Survivor of Public Safety Officer Killed in the Line of Duty

Definition:	Survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed in the line of duty.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(2)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible survivors must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution. • The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution. • The cause of death of the law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker shall be verified by certification from the records of the Department of State Treasurer, the appropriate city or county law enforcement agency that employed the deceased, the administrative agency for the fire department or fire protection district recognized for funding under the Department of State Auditor, or the administrative agency having jurisdiction over any paid firefighters of all counties and cities.
Tuition Remission Report Discount/AR Code:	<p>Continuing Education: CESUR – Eligible Survivor</p> <p>Curriculum: WSURV – Eligible Survivor</p>

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.
- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county.
- Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
- Survivor – Any person whose parent or spouse: (i) was a law enforcement officer, a firefighter, a volunteer firefighter, or a rescue squad worker, (ii) was killed while in active service or training for active service or died as a result of a service-connected disability, and (iii) at the time of active service or training was a North Carolina resident. The term does not include the widow or widower of a law enforcement officer, firefighter, volunteer firefighter, or a rescue squad worker if the widow or widower has remarried.
- Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group**Eligible Spouse of a Totally & Permanently Disabled Public Safety Officer**

Definition:	Spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(3)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible survivors must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution. • The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
Tuition Remission Report Discount/AR Code:	<p>Continuing Education: CESPO – Eligible Spouse</p> <p>Curriculum: WSPOU – Eligible Spouse</p>

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen".
<http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.

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- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county. (See Law Enforcement waiver for more detail.)
- Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
- Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
- Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group**Eligible Child of a Totally & Permanently Disabled Public Safety Officer**

Definition:	Child of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury in the line of duty.
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(4)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible survivors must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	<ul style="list-style-type: none"> • The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution. • The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
Tuition Remission Report Discount/AR Code:	<p>Continuing Education: CECHD – Eligible Child</p> <p>Curriculum: WCHLD – Eligible Child</p>

Additional Information:**G.S. 115B-1 sets out the following definitions that apply to this waiver:**

- Employer – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- Firefighter or volunteer firefighter – The same as provided in G.S. 58-86-25 for "eligible firemen".
<http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-25>.

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- Law enforcement officer – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county. (See Law Enforcement waiver for more detail.)
- Rescue squad worker – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker". <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=58-86-30>
- Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
- Per G.S. 115B-5.1, if a person obtains a tuition waiver under this authorization and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student.

Authorized Group**Wards of the State**

Definition:	Any child, if the child (i) is at least 17 years old but not yet 24 years old, (ii) is a ward of North Carolina or was a ward of the State at the time the child reached the age of 18, (iii) is a resident of the State; and (iv) is eligible for services under the Chaffee Education and Training Vouchers Program;
Agency Affiliation(s):	Not Applicable
General Statute(s):	G.S. 115B-2(a)(5)
SBCC Code(s):	Chapter 5, Subchapter H sets out State Board policy on waivers. This subchapter is currently being revised to conform with statutory changes.
Eligible Training:	Curriculum and/or Continuing Education courses. Eligible survivors must meet admission and other standards considered appropriate by the educational institution.
Proof of Eligibility of Waiver:	It is the responsibility of the individual to establish proof of eligibility.
Tuition Remission Report Discount/AR Code:	Continuing Education: CEWRD – Ward of the State Curriculum: WWARD – Ward of the State

Additional Information:

- Per G.S. 115B-2, the waiver **shall only be to the extent** that there is any tuition still payable after receipt of other financial aid received by the student.

Appendix A: Relevant General Statute and Session Law Citations

Chapter 115B. Tuition and Fee Waivers

§ 115B-1. Definitions.

The following definitions apply in this Chapter:

- (1) Employer. – The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.
- (2) Firefighter or volunteer firefighter. – The same as provided in G.S. 58-86-25 for "eligible firemen".
- (3) Law enforcement officer. – An employee or volunteer of an employer who possesses the power of arrest, who has taken the law enforcement oath administered under the authority of the State as prescribed by G.S. 11-11, and who is certified as a law enforcement officer under the provisions of Chapter 17C of the General Statutes or certified as a deputy sheriff under the provisions of Chapter 17E of the General Statutes. "Law enforcement officer" also means the sheriff of the county.
- (4) Permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. – A person: (i) who as a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker suffered a disabling injury while in active service or training for active service, (ii) who at the time of active service or training was a North Carolina resident, and (iii) who has been determined to be permanently and totally disabled for compensation purposes by the North Carolina Industrial Commission.
- (5) Rescue squad worker. – The same as provided in G.S. 58-86-30 for "eligible rescue squad worker".
- (6) Survivor. – Any person whose parent or spouse: (i) was a law enforcement officer, a firefighter, a volunteer firefighter, or a rescue squad worker, (ii) was killed while in active service or training for active service or died as a result of a service-connected disability, and (iii) at the time of active service or training was a North Carolina resident. The term does not include the widow or widower of a law enforcement officer, firefighter, volunteer firefighter, or a rescue squad worker if the widow or widower has remarried.
- (7) Tuition. – The amount charged for registering for a credit hour of instruction and shall not be construed to mean any other fees or charges or costs of textbooks. (1975, c. 606, s. 1; 1977, c. 981, s. 1; 1997-505, s. 2; 2003-230, s. 1.)

§ 115B-2. Tuition waiver authorized.

(a) The constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition:

- (1) Repealed by Session Laws 2009-451, s. 8.11(a), effective July 1, 2009.
- (2) Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of a traumatic injury sustained in the line of duty.
- (3) The spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty.
- (4) Any child, if the child is at least 17 years old but not yet 24 years old, whose parent is a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. However, a child's eligibility for a waiver of tuition under this Chapter shall not exceed: (i) 54 months, if the child is seeking a baccalaureate degree, or (ii) if the child is not seeking a baccalaureate degree, the number of months required to complete the educational program to which the child is applying.
- (5) Any child, if the child (i) is at least 17 years old but not yet 24 years old, (ii) is a ward of North Carolina or was a ward of the State at the time the child reached the age of 18, (iii) is a resident of the State; and (iv) is eligible for services under the Chaffee Education and Training Vouchers Program; but the waiver shall only be to the extent that there is any tuition still payable after receipt of other financial aid received by the student.
- (6) Any child enrolled in a regional school established pursuant to Part 10 of Article 16 of Chapter 115C of the General Statutes who enrolls in classes at a constituent institution or community college which has a written agreement with the regional school.

(b) Persons eligible for the tuition waiver under subsection (a) of this section must meet admission and other standards considered appropriate by the educational institution. In addition, the constituent institutions of The University of North Carolina shall accept these persons only on a space available basis. (1975, c. 606, s. 2; 1977, c. 981, s. 2; 1997-505, s. 3; 2003-230, ss. 1, 2; 2005-276, s. 9.30(a); 2009-451, s. 8.11(a); 2010-31, s. 9.26; 2011-241, s. 3.)

§ 115B-2.1: Repealed by Session Laws 2009-451, s. 8.11(b), effective July 1, 2009.

§ 115B-3. Rules.

The Board of Governors of The University of North Carolina and the State Board of Community Colleges shall each, with respect to the institutions governed by it, promulgate rules necessary for the implementation of this Chapter. (1975, c. 606, s. 3; 1977, c. 981, s. 3; 2003-230, s. 3.)

§ 115B-4. Enrollment computation for funding purposes.

Persons attending classes under the provisions of this Chapter, without payment of tuition, shall be counted in the computation of enrollment for funding purposes. (1975, c. 606, s. 4; 1977, c. 981, s. 4.)

§ 115B-5. Proof of eligibility.

- (a) Repealed by Session Laws 2009-451, s. 8.11(c), effective July 1, 2009.
- (b) The officials of the institutions charged with administration of this Chapter shall require the following proof to insure that a person applying to the institution and who requests a tuition waiver under G.S. 115B-2(2), (3), or (4) is eligible for the benefits provided by this Chapter.
- (1) The parent-child relationship shall be verified by a birth certificate, legal adoption papers, or other documentary evidence deemed appropriate by the institution.
 - (2) The marital relationship shall be verified by a marriage certificate or other documentary evidence deemed appropriate by the institution.
 - (3) The cause of death of the law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker shall be verified by certification from the records of the Department of State Treasurer, the appropriate city or county law enforcement agency that employed the deceased, the administrative agency for the fire department or fire protection district recognized for funding under the Department of State Auditor, or the administrative agency having jurisdiction over any paid firefighters of all counties and cities.
 - (4) The permanent and total disability shall be verified by documentation deemed necessary by the institution from the North Carolina Industrial Commission.
- (c) The officials of the institutions charged with administration of this Chapter may require proof to verify that a person applying to the institution under G.S. 115B-2(5) is eligible for the benefits provided by this Chapter. (1975, c. 606, s. 5; 1977, c. 981, s. 5; 1997-505, s. 4; 2003-230, s. 1; 2005-276, s. 9.30(b); 2009-451, s. 8.11(c).)

§ 115B-5.1. Student to be credited for scholarship value.

If a person obtains a tuition waiver under G.S. 115B-2(2), (3), or (4) and the person also receives a cash scholarship paid or payable to the institution, from whatever source, the amount of the scholarship shall be applied to the credit of the person in the payment of incidental expenses of the person's attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the student. (1997-505, s. 5; 2003-230, s. 1; 2009-570, s. 13.)

§ 115B-5A: Recodified as G. S. 115B-5.1 by Session Laws 2009-570, s. 13, effective August 28, 2009.

§ 115B-6. Misrepresentation of eligibility.

Any applicant who willfully misrepresents his eligibility for the tuition benefits provided under this Chapter, or any person who knowingly aids or abets such applicant in misrepresenting his eligibility for such benefits, shall be deemed guilty of a Class 3 misdemeanor. (1975, c. 606, s. 6; 1977, c. 981, s. 6; 1993, c. 539, s. 879; 1994, Ex. Sess., c. 24, s. 14(c).)

Relevant excerpt from G.S. 115D

- (b) In order to make instruction as accessible as possible to all citizens, the teaching of curricular courses and of noncurricular extension courses at convenient locations away from institution campuses as well as on campuses is authorized and shall be encouraged. A pro rata portion of the established regular tuition rate charged a full-time student shall be charged a part-time student taking any curriculum course. In lieu of any tuition charge, the State Board of Community Colleges shall establish a uniform registration fee, or a schedule of uniform registration fees, to be charged students enrolling in extension courses for which instruction is financed primarily from State funds. The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following:
- (1) Persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate.
 - (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:
 - a. Volunteer fire departments.
 - b. Municipal, county, or State fire departments.
 - c. Volunteer EMS or rescue and lifesaving departments.
 - d. Municipal, county, or State EMS or rescue and lifesaving departments.
 - e. Radio Emergency Associated Communications Teams (REACT) under contract to a county as an emergency response agency.
 - f. Municipal, county, or State law enforcement agencies.
 - g. The Division of Adult Correction of the Department of Public Safety for the training of full-time custodial employees and employees of the Division's Section of Community Corrections of the Division of Adult Correction required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - h. The Division of Juvenile Justice of the Department of Public Safety for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - (3) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (4) Trainees enrolled in courses conducted under the Customized Training Program.
 - (5) through (9) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
 - (10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
 - (11) Up to six hours of credit instruction and one course of noncredit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina.
 - (12) All curriculum courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4) and this section.
 - (13) Human resources development courses for any individual who (i) is unemployed; (ii) has received notification of a pending layoff; (iii) is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or (iv) is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
 - (14) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.

The State Board of Community Colleges shall not waive tuition and registration fees for other individuals.

- (b1) The State Board of Community Colleges shall not waive tuition and registration fees for community college faculty or staff members. Community colleges may, however, use State or local funds to pay tuition and registration fees for one course per semester for full-time community college faculty or staff members employed for a nine-, ten-, eleven-, or twelve-month term.

S.L. 2011-145, Section 8.5 BASIC SKILLS PLUS

SECTION 8.5.(a) Notwithstanding any other provision of law, the State Board may authorize a local community college to use up to twenty percent (20%) of the State Literacy Funds allocated to it to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate.

SECTION 8.5.(b) Notwithstanding any other provision of law, if a community college is authorized by the State Board to provide employability skills, job-specific occupational or technical skills, or developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate, the college may waive the tuition and registration fees associated with this instruction.

Appendix B: General Guidance - NC Law Enforcement Agencies

Note: The following is offered as general guidance on municipal, county, and State law enforcement agencies. Additions or corrections should be submitted to Tracy McPherson, Director of Public Safety Training, NC Community College System Office, at mcpheerson@nccommunitycolleges.edu. Inclusion on the list is contingent upon documentation that the agency meets the requirements of the General Statutes related to waivers.

Local

Police Department
Sheriffs' Department

State – State Agencies

Administrative Office of the Courts
Dept of Agriculture and Consumer Services - State Fair Police
Dept of Commerce - Industrial Commission - Criminal Investigation Unit
Dept of Correction – Division of Community Corrections
Dept of Correction – Division of Prison (Correctional Officers)
Dept of Crime Control and Public Safety

- Alcohol Law Enforcement
- Butner Public Safety
- State Capitol Police
- State Highway Patrol

Dept of Environment of Natural Resources

- Division of Forest Resources - Forest Protection Section
- Division of Marine Fisheries
- Division of Parks & Recreation

Dept of Health and Human Services

- Black Mountain ADATC
- Broughton Hospital
- Cherry-O'Berry Center
- Longleaf Neuro-Medical Treatment Center

Dept of Insurance - Investigation Division
Dept of Justice - State Bureau of Investigation
Dept of Juvenile Justice and Delinquency Prevention
Dept of Revenue - Tax Enforcement Division
Dept of Secretary of State

- Securities, Notary, Trademark, and Lobbying Divisions

Dept of Transportation - Division of Motor Vehicles
NC Arboretum Police Department
NC General Assembly Police Department
NC Wildlife Resources Commission - Division of Enforcement

Local – Airport Authority

Albert J. Ellis Airport
Asheville Regional Airport
Charlotte/Douglas Int'l Airport
Piedmont Triad Int'l Airport
Raleigh/Durham Airport
Wilmington Intl Airport

Local – Other

City of High Point - Parks & Recreation Dept
Lake Norman Marine Commission
NC State Ports Authority
Piedmont Triad Regional Water Authority
Person-Caswell Lake Authority

Local – Public Schools

Charlotte/Mecklenburg
Moore County
Graham County
Yancey County
Cherokee County
Lee County Schools
Richmond County Schools

Campus Police – Community College

Asheville-Buncombe TCC
Beaufort County CC
Brunswick CC
Durham TCC
Forsyth TCC
Gaston College
Guilford TCC
Pitt CC
Sandhills CC
Southeastern CC
Surry CC
Wayne CC

Campus Police – University (Public)

Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
NC A&T State University
NC Central University
NC State University
UNC-Asheville
UNC-Chapel Hill
UNC-Charlotte
UNC-Greensboro
UNC-Pembroke
UNC-Wilmington
UNC School of the Arts
Western Carolina University
Winston-Salem State University

Appendix C: Interpretative Rule

(Note: This interpretive rule is associated with the waiver of authorized organizations within the Department of Public Safety.)

**STATE OF NORTH CAROLINA
COUNTY OF WAKE**

**NORTH CAROLINA CRIMINAL JUSTICE
EDUCATION AND TRAINING
STANDARDS COMMISSION**

INTERPRETIVE RULE

NOW COMES the North Carolina Criminal Justice Education and Training Standards Commission pursuant to N.C. General Statute 17C-6 in a public meeting on November 10, 2010, hereby makes the following interpretive rule. G.S. 17C-2(3) sets out a definition for "Criminal Justice Officer(s)." The Commission hereby interprets the above to include and be limited to the following:

SWORN LAW ENFORCEMENT OFFICER:

means an appointee of a criminal justice agency or of the state or of any political subdivision of the state who, by virtue of his office, is empowered to make arrests for violations of the laws of this state. Specifically excluded from this title are sheriffs and their sworn appointees with arrest authority who are governed by the provisions of Chapter 17E of the General Statutes.

STATE CORRECTIONAL OFFICER POSITIONS:

- | | |
|--|--|
| Correctional Officer | Associate Warden for Operations |
| Correctional Officer Trn | Associate Warden for Programs |
| Lead Correctional Officer | Deputy Prison Warden I |
| Correctional Sergeant | Deputy Prison Warden II |
| Correctional Lieutenant | Prison Warden I |
| Correctional Unit Manager | Prison Warden II |
| Correctional Assistant Unit Manager | Correctional Programs Supervisor |
| Correctional Captain | Correctional Case Manager |
| Assistant Correctional Superintendent | Correction Food Service Officer |
| Assistant Correctional Supt. Cust. & Opera. I, II, III | Correction Food Service Officer Trn |
| Assistant Correctional Supt. Programs I, II | Correctional Food Serv. Manager I, II, III, IV |
| Correctional Superintendent I, II, III, IV | Chief of Security |
| Correctional Administrator I | |
| Assistant Chief of Security (DOP) | |

STATE PROBATION/PAROLE OFFICER POSITIONS:

- | | |
|---------------------------------|---|
| Probation/Parole Officer Trn | Probation/Parole Officer II |
| Probation/Parole Officer | Chief Probation/Parole Officer |
| Probation/Parole Officer I | Probation/Parole Officer Field Specialist |
| Probation/Parole Officer II Trn | |

STATE PROBATION/PAROLE OFFICER-SURVEILLANCE POSITION:

Probation/Parole Officer-Surveillance

LOCAL CONFINEMENT PERSONNEL:

means any officer, supervisor or administrator of a local confinement facility in North Carolina as defined in G.S. 153A-217, to include Juvenile Detention Home Worker who is defined as any employee of a state or local juvenile detention facility who provides instruction, evaluation, or supervision and custody of juveniles confined therein; or, any officer, supervisor or administrator of a county confinement facility in North Carolina as defined in G.S. 153A-218.

STATE JUVENILE JUSTICE OFFICER POSITIONS:***CLINICAL***

Clinical Chaplain I
Nurse Supervisor I
Staff Nurse
Senior Psychologist
Staff Psychologist
Social Worker
Substance Abuse Counselor

EDUCATIONAL

Guidance Counselor
Librarian
Principal
Teacher
Vocational Teacher
Lead Teacher
Interim Teacher
Educational/Developmental Aide

HUMAN SERVICES

Recreation Worker
Youth Services Behavior Specialist
Youth Services Cottage Parent Supervisor
Youth Services Counselor Technician
Youth Counselor
Youth Counselor Supervisor
Youth Program Assistant

MANAGERIAL

Human Services Clinical Program Manager
Human Services Coordinator
Psychological Program Manager
Training School Unit Administrator
Training School Program Manager
Training School Assistant Unit Administrator
Youth Services Facility Director
Detention Director
Youth Center Shift Supervisor

CHIEF COURT COUNSELOR/JUVENILE COURT COUNSELOR POSITIONS:

Chief Court Counselor
Juvenile Court Counselor
Juvenile Court Counselor Supervisor

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
STATUTORILY AUTHORIZED WAIVERS**

Attachment A

#	Statutory Citation	Description	Waiver AR/Discount Codes	
			CE	CU
1	G.S. 115D-5(b) (1)	Basic Skills Programs		
2	G.S. 115D-5(b) (2) a.	Fire Departments (Volunteer)	CEVFR	
3	G.S. 115D-5(b) (2) b.	Fire Departments (Municipal, County, or State)	CEPFR	
4	G.S. 115D-5(b) (2) c.	EMS or Rescue and Lifesaving Departments (Volunteer)	CEVRS	
5	G.S. 115D-5(b) (2) d.	EMS or Rescue and Lifesaving Departments (Municipal, County, or State)	CEPRS	
6	G.S. 115D-5(b) (2) e.	Radio Emergency Associated Communications Teams	CERCT	
7	G.S. 115D-5(b) (2) f.	Law Enforcement Agencies (Municipal, County, or State)	CEPLW	WBLET
8	G.S. 115D-5(b) (2) g.	Division of Adult Corrections employees	CECOR	
9	G.S. 115D-5(b) (2) h.	Division of Juvenile Justice employees	CEDJJ	
10	G.S. 115D-5(b) (4)	Customized Training Program Trainees		
11	G.S. 115D-5(b) (10)	Elementary and secondary school employees (First Aid/CPR Course)	CECPR	
12	G.S. 115D-5(b) (11)	Senior Citizens (Legal Resident/age 65+)	CESEN	WSENK
13	G.S. 115D-5(b) (12)	High School Students (Career and College Promise)		WCCPP
14	G.S. 115D-5(b) (13)	Human Resources Development Program (Eligible Enrollees)	CEHRD	
15	G.S. 115B-2(a)(2)	Eligible Survivor - authorized under GS 115B-2	CESUR	WSURV
16	G.S. 115B-2(a)(3)	Eligible Spouse - authorized under GS 115B-2	CESPO	WSPOU
17	G.S. 115B-2(a)(4)	Eligible Child - authorized under GS 115B-2	CECHD	WCHLD
18	G.S. 115B-2(a)(5)	Ward of the State	CEWRD	WWARD
19	S.L. 2011-145, Sec. 8.5	Basic Skills Plus	CEBSK	WBSKP

As of June 1, 2012