



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

March 13, 2013

Memorandum

To: Presidents

From: Dr. Sharon E. Morrissey,
Executive Vice President for Programs and Chief Academic Officer

Subject: 2013 HRD Tuition and Fee Waiver Guidelines

Per the State Board of Community College Code (1E SBCCC 800.99), 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:

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

Attached are the income guidelines for the federal earned income tax credit and federal poverty guidelines. 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 in which they are enrolled.

Should you have questions, please feel free to contact Barbara Boyce at (919) 807-7158 or boyceb@nccommunitycolleges.edu.

SEM\bab
Attachment

c: Senior Continuing Education Administrators
HRD Directors/Coordinators

CC13-004
Email

2013 HRD Tuition and Fee Waiver Guidelines

Federal Earned Income Tax Credit

SOURCE: Retrieved March 6, 2013, from Internal Revenue Service Webpage
<http://www.irs.gov/individuals/article/0,,id=233839,00.html>

Criteria	Earned Income Threshold
Individual	\$14,340
Worker with one qualifying child	\$37,870
Worker with two qualifying children	\$43,038
Worker with three or more qualifying children	\$46,227

200% of the Federal Poverty Guidelines

SOURCE: *Federal Register*, Vol. 78, No. 16 January 24, 2013, pp. 5182-5183. Retrieved from
<http://www.gpo.gov/fdsys/pkg/FR-2013-01-24/pdf/2013-01422.pdf>

(Actual Guidelines on Federal Register listed at 100%)

Family Unit	200% of Poverty Guidelines
1	\$22,980
2	\$31,020
3	\$39,060
4	\$47,100
5	\$55,140
6	\$63,180
7	\$71,220
8	\$79,260
For each additional person, add \$8,040.	