



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

February 4, 2014

Memorandum

To: Senior Continuing Education Administrators
HRD Directors/Coordinators

From: Margaret Robertson
Director, Continuing Education-Training and Standards

Subject: 2014 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.

If you have any questions, please contact me at robertonm@nccommunitycolleges.edu or (919) 807-7159.

MR/th
Attachment

c: Barbara Boyce

CC14-003

Email

2014 HRD Tuition and Fee Waiver Guidelines

Federal Earned Income Tax Credit

SOURCE: Retrieved January 23, 2014 from Internal Revenue Service Webpage
<http://www.irs.gov/individuals/article/0,,id=233839,00.html>

Criteria	Earned Income Threshold
Individual	\$14,590
Worker with one qualifying child	\$38,511
Worker with two qualifying children	\$43,756
Worker with three or more qualifying children	\$46,997

200% of the Federal Poverty Guidelines

SOURCE: *Federal Register*, Vol. 79, No. 14 January 22, 2014, pp. 3593-3594. Retrieved from
<http://www.gpo.gov/fdsys/pkg/FR-2014-01-22/pdf/2014-01303.pdf>

(Actual Guidelines on Federal Register listed at 100%)

Family Unit	200% of Poverty Guidelines
1	\$23,340
2	\$31,460
3	\$39,580
4	\$47,700
5	\$55,820
6	\$63,940
7	\$72,060
8	\$80,180
For each additional person, add \$8,120.	