



UNC-CH EMPLOYEE APPLICATION FEE WAIVER

This form is to be used only by **full time, permanent employees of the University of North Carolina at Chapel Hill** to request a waiver of the Certificate Admission Application fee. This waiver must be submitted to our office with the signature of a **central UNC-CH Human Resources Benefits Representative**. (send form to benefits@unc.edu for approved signature).

EMPLOYEE NAME: _____
 DEPARTMENT: _____
 PID: _____

As of today's date, UNC-CH employment records indicate the above individual

Is a permanent fulltime university employee eligible for this benefit

Is NOT a permanent fulltime university employee and therefore not eligible for this benefit

VERIFIED BY: _____
 UNC-CH central Human Resources Benefits Representative

 Date
(may not be approved or signed by campus departmental staff)

Note: This is a fee waiver process and not a fee reimbursement process. Once an application fee is paid by either check or credit card, waiver or reimbursement is no longer an option.

If you have questions about this process, please contact [Michele Fulton](#)