



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood
Acting President

February 13, 2018

Memorandum

To: Senior Continuing Education Administrators
HRD Directors/Coordinators

From: Margaret Robertson
Associate Vice President, Workforce Continuing Education

Subject: 2018 HRD Tuition and Fee Waiver Guidelines

Per the NC 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:

- 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

CC18-005
Email

2018 HRD Tuition and Fee Waiver Guidelines

Federal Earned Income Tax Credit

SOURCE: Retrieved February 13, 2018 from Internal Revenue Service Webpage
<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/eitc-income-limits-maximum-credit-amounts-next-year>

Criteria	Earned Income Threshold
Individual	\$15,310
Worker with one qualifying child	\$40,402
Worker with two qualifying children	\$45,898
Worker with three or more qualifying children	\$49,298

200% of the Federal Poverty Guidelines

SOURCE: *Federal Register*, Vol. 83, No. 12 January 18, 2018, pp. 2642-2644.
<https://www.gpo.gov/fdsys/pkg/FR-2018-01-18/pdf/2018-00814.pdf>

(Actual Guidelines on Federal Register listed at 100%)

Family Unit	200% of Poverty Guidelines
1	\$24,280
2	32,920
3	41,560
4	50,200
5	58,840
6	67,480
7	76,120
8	84,760
For each additional person, add \$8,640.00	