



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***Dr. William S. Carver II***  
***Interim President***

**NUMBERED MEMO CC23-013**

**TO:** Senior Continuing Education Administrators

**FROM:** Dr. Andrew Gardner  
Associate Vice President, Workforce Strategies

**SUBJECT:** 2023 HRD Tuition and Fee Waiver Guidelines

**DATE:** May 3, 2023

Per N.C. 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: 1) Are unemployed, 2) Have received notification of pending layoff, 3) Are working and are eligible for the federal earned income tax credit, and 4) Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines. Below are additional guidelines:

- See Attachment A for the guidelines for determining an individual’s eligibility based on the federal earned income tax credit and the 2023 federal poverty guidelines.
- Students for whom registration fees are waived must sign a statement on an official college document verifying that they meet one of the criteria.
- Students must sign a waiver for each course they are enrolled in and seek waiver eligibility.

If you have any questions, please contact me at [gardnera@nccommunitycolleges.edu](mailto:gardnera@nccommunitycolleges.edu) or call 919-807-7159.

**CC:** Dr. Levy Brown, SVP & CAO  
Human Resources Development Coordinators/Directors  
Continuing Education Registrars  
Registrars

CC23-013

Attachment A  
HRD Tuition and Fee Waiver Guidelines

**Federal Earned Income Tax Credit – 2023 Chart**

<b>Children or Relatives Claimed</b>	<b>Filing as Single, Head of Household, or Widowed</b>	<b>Filing as Married Filing Jointly</b>
<b>Zero</b>	\$17,640	\$24,210
<b>One</b>	\$46,560	\$53,120
<b>Two</b>	\$52,918	\$59,478
<b>Three</b>	\$56,838	\$63,698

**Federal Poverty Guidelines – 200% Below the Poverty Level – 2023 Chart**

<b>Family Size</b>	<b>Income Guidelines</b>
1	29,160
2	39,440
3	49,720
4	60,000
5	70,280
6	80,560
7	90,840
8	101,120