



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans, President*

February 11, 2019

### Memorandum

To: Senior Continuing Education Administrators  
HRD Directors/Coordinators

From: Margaret Robertson  
Associate Vice President, Workforce Continuing Education

Subject: 2019 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.

#### **Federal Earned Income Tax Credit**

<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/eitc-income-limits-maximum-credit-amounts-next-year>

#### **Federal Poverty Guidelines**

<https://www.federalregister.gov/documents/2019/02/01/2019-00621/annual-update-of-the-hhs-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 and are seeking waiver eligibility.

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

**CC19-005**  
**Email**