

NUMBERED MEMO CC24-011

TO: Senior Continuing Education Administrators

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

SUBJECT: 2024 HRD Tuition and Fee Waiver Guidelines

DATE: April 16, 2024

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 or call 919-807-7159.

cc: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
Human Resource Development Coordinators/Directors
Continuing Education Registrars
Registrars

Attachment A HRD Tuition and Fee Waiver Guidelines

Federal Earned Income Tax Credit – 2024 Chart

Children or Relatives Claimed	Filing as Single, Head of Household, or Widowed	Filing as Married Filing Jointly
Zero	\$18,591	\$25,511
One	\$49,084	\$56,004
Two	\$55,768	\$62,688
Three	\$59,899	\$66,819

Federal Poverty Guidelines – 200% Below the Poverty Level – 2024 Chart

Family Size	Income Guidelines
1	\$30,120
2	\$40,880
3	\$51,640
4	\$62,400
5	\$73,160
6	\$83,920
7	\$94,680
8	\$105,440