2005.001-B  Faculty/Staff Tuition & Fee Waiver Request
Online Procedures

Log in to ECU Pirate Port with your ECU employee credentials:

Once in ECU PiratePort, click on the Banner Self Service link or type Banner Self Service in the search bar.
In ECU Banner Self Service, select employee:
In ECU Banner Self Service, select Tuition Waiver Request:

Select “Click here for ECU Courses” if you are a current ECU Employee taking classes at ECU.

Select “Click here for non-ECU Courses” if you are a current ECU Employee taking classes at another UNC institution.

Eligible East Carolina University employees are entitled to apply for a total of three credit-bearing classes each academic year (Fall, Spring, Summer I, Summer II and Summer II-Week). The academic year begins with the fall term.

**Employee Eligibility Requirements:**
The tuition waiver program is available to full-time, permanent faculty, EHRA, CSS, SHRA or ROTC employees who:

- Are regularly scheduled to work 30 hours or more each week, 9 months of the year or longer,
- Meet normal work obligations and continue permanent employment status for the entire semester during which the course is taken, and
- Have been admitted to a school within the UNC system and have registered for a course.
Select the registered academic term and click OK. Please note you must be registered in the applicable term “before” you can proceed with this process.

Manager/Supervisor Confirmation: Click on Confirm to proceed entering your faculty/staff waiver information
What happens if you click on “Not My Manager”? 

<Not My Manager>

Select the class you would like to use the waiver for and select “yes or no” for Waiver Reporting Information (IRS tax exemption), then click Submit. **You should confirm with your supervisor and must respond to both questions before proceeding.** Please click on the Waiver Reporting Information link for more information.
To the Requestor

1. Log in to PiratePort
2. Click Banner Self Service
3. Click the Employee tab
4. Click on Employee Tuition Waiver Status
5. Select the Academic Year from the drop-down menu
6. Click Submit
7. View status of the request

Important: If your manager is on extended leave during the registration time. Please contact your interim manager or contact employeerelations@ecu.edu

For technical questions about online tuition waiver in Banner Self Service, please contact the Help Desk. For policy and process questions about tuition waivers, click Waiver Information.

Thank you for supporting employee development.
To the Manager/Supervisor

Subject: Tuition waiver request for: Employee Name (B00XXXXXX)

The employee named in the subject line has requested a tuition waiver. Please respond by completing the steps below.

1. Log in to PiratePort
2. Click Banner Self Service
3. Click the Employee tab
4. Click on Tuition Waiver-Manager Review
5. Select Approved or Declined from the drop-down menu
6. Click Submit
7. Click OK on the confirmation screen to complete the transaction

If necessary, meet with the employee to discuss modified working hours to accommodate the class meeting schedule. For technical questions about the online tuition waiver in Banner Self Service, contact the Help Desk. For policy and process questions about tuition waivers, click Waiver Information or email TuitionWaivers@ecu.edu if you have questions. If you are no longer the manager for this employee, you may contact employeerelations@ecu.edu for assistance.

Thank you for supporting employee development.
Manager Review:

**ECU TUITION WAIVER STATUS**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Term</th>
<th>Course</th>
<th>Course Title</th>
<th>Days Time</th>
<th>Taxable Questions</th>
</tr>
</thead>
</table>
|          | Spring 2020 | ICTN 6820 | Networking Tech for Industry | - | Per the definition outlined in the Policy Statement, is the course listed directly related to the employee's current job duties?  
Waiver_Reporting_Information  
[ ] Yes [ ] No |

**NOTE:** If you select "Denied", please discuss the reason with the employee.

I have read and understood the tuition waiver policies, regulations, and related resources outlined in Faculty Staff Tuition Waiver Policy. Clicking Submit indicates that this employee's enrollment in the requested course(s) will not adversely affect his or her normal employment obligations, or that I have met with the employee to adjust his or her regular work schedule to accommodate taking this course and it is my judgement that this department's operations will not be affected adversely by such attention in schedule. I bear responsibility for ensuring that the employee completes all required employment obligations. Moreover, I will approve other such requests for tuition waivers for employees similarly situated in accordance with University Policy.

Not all questions have been answered.

Submit

Thank you for your submission. A confirmation email has been sent to the employee's and manager's East Carolina University email address. Click [here](#) to review tuition waiver policies and procedures. Please remember to log out of Banner.

<OK> - will return user to the Banner Self Service Main Menu
Completed Manager Review Communication:

To the Manager/Supervisor:

Subject: Tuition Waiver Approval Confirmation: Employee Name (B00XXXXXX)

This email confirms your completion of a tuition waiver request from the employee named in the subject line. Thank you for supporting employee development.

To the Requestor After Manager Approval:

Your manager has completed your request for tuition waiver. Follow the steps below to review the status.

1. Log in to PiratePort
2. Click Banner Self Service
3. Click the Employee tab
4. Click on Tuition Waiver-Review
5. Select the Academic Year from the drop-down menu
6. Click Submit
If the waiver is approved, the waiver information will be electronically submitted to tuitionwaivers@ecu.edu and will be processed by the Cashier’s Office prior to the cancellation deadline for the current term.