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

PLEASE NOTE: The deadline to submit an approved Faculty/Staff Waiver is by 5:00PM on the last day for registration and schedule adjustments (drop/add) per the Academic Calendar. Please see https://facultysenate.ecu.edu/academic-calendars/ for dates for the applicable semester.

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

Once in ECU PiratePort, click on the Tuition Waiver tab or type Tuition Waiver in the search bar:

In ECU Tuition Waiver, select New Request:
New Tuition Waiver Request will populate. “Review Eligibility” requirements to use a Faculty Staff Tuition Waiver. If eligible select “Continue” then “Submit”.

The next screen will ask if your manager is correct. Select “Yes, this is my manager” if the manager listed is correct. If it is not correct then select “No, this isn’t my manager”. Click on “Submit” once the answer is
selected. If the manager listed is not your manager, please notify your current manager for assistance to correct your reporting structure. Employee Relations, employeerelations@ecu.edu, might need to be notified to help with correction of the manager listed. Once corrected you may proceed with the Tuition Waiver Request.

Select the “UNC System School” you will be attending from the drop-down box to use the Faculty Staff Waiver. Then select the “Registered Term”. Click on Continue and then select “Submit”.

Enter the following on the New Waiver Request: Subject, Course, Course Title, Credit Hours, Meeting Days, Approx. Start Time and Approx. End Time you would like to use a waiver for. If you are taking more than
one course and are eligible to use more than one waiver then continue adding onto the waiver the course information. Once you are finished filling out the Tuition Waiver request then select “Submit”.

New Tuition Waiver Request

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

Review Eligibility  Confirm Manager  Select School  Select Courses

You have 3 remaining tuition waivers available for the 2023-2024 academic year. Please enter the courses from your ASU schedule for which you wish to receive a tuition waiver, once submitted your manager will receive notification for approval.

Course Waiver

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 5/10</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

Meeting Days: Online

Approx. Start Time: 06:00 PM

Approx. End Time: 07:00 PM

Add Waiver

Cancel  Submit
A new screen will populate after you select “Submit” from the previous screen and the following questions will need to be answered by both the employee and the manager for ECU courses only. Once the questions are completed then select “Submit”.

After you select “Submit” from the above screen, a new screen will appear like below that is sent to your manager. The waiver will be in “Pending” status until the supervisor approves/denies the waiver.
A confirmation email will be sent to both the ECU employee and the ECU supervisor. The ECU employee will receive the below email.

Your tuition waiver request has been submitted to your manager for review. If the class meets during your regularly scheduled working hours, you must meet with your manager to discuss options for modifying your schedule before the request will be approved. When your request has been processed, you will receive an email confirmation. In the meantime, to check the status of your request, follow the steps listed below.

1. Log in to Tuition Waiver and search for Tuition Waiver
2. Review all your submitted requests & their statuses

Important: If your manager is on extended leave during the registration time, please contact your interim manager. For questions about tuition waivers, email empTuitionInfo@ecu.edu.

For technical questions about online tuition waivers in PPlant, contact the Help Desk.

Thank you for supporting employee development.

The ECU Supervisor will receive the email below once the ECU employee has completed the Tuition Waiver:

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

1. Log in to Tuition Waiver and search for Tuition Waiver
2. Click the Manager Review tab
3. Click the Review button for each pending tuition waiver request
4. Select Approved or Declined from the drop down menu
5. Click Submit

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

Thank you for supporting employee development.
ECU Manager Review:

1. Log in to Tuition Waiver directly OR log in to PiratePort and search for Tuition Waiver
2. Click the Manager Review tab
3. Click the Review button for each pending tuition waiver request
4. Select Approved or Declined from the drop-down menu
Once the manager approves/denies the request, the manager is to answer the additional questions. Then select “Submit”.
An email is sent to both the employee and Manager/Supervisor once the Faculty Staff Tuition Waiver has been completed by the Manager/Supervisor.

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:

Hello [Employee Name]

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

1. Log in to Tuition Waiver directly OR log in to PiratePort and search for Tuition Waiver
2. Review all your submitted requests & their statuses

If you have any questions, please contact the Cashier’s Office at cashier@ecu.edu or 252-328-6886.