

# Standard Operating Practice – ECU Student Financial Services

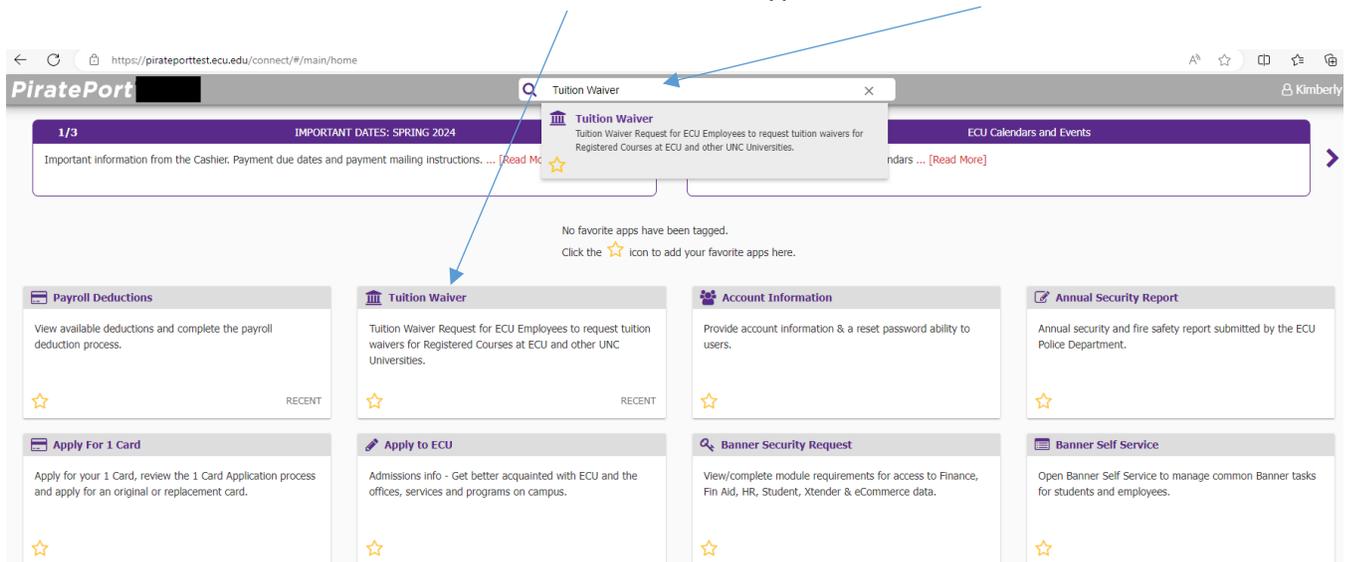
## 2005.001 -B Faculty/Staff Tuition & Fee Waiver Request Online Procedures

**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://faculty senate.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:

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**PiratePort** What do you want to do today? Kimberly Bolar

Tuition Waiver Administration

Your Requests Manager Review

### Tuition Waiver Requests

Filter Academic Years: + New Request Refresh

Waivers shown are tuition waivers that were completed online. Paper waivers for previous terms are not shown. Students are able to view their complete bill, see tuition waivers that have been processed, make payments and manage their student account by accessing [Tuition Statements](#)

Institution	Term	Course	Manager	Status	Action
NCSU	Spring 2019	ACCT / Accounting for Managers		Approved	Cancel

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New Tuition Waiver Request will populate. “Review Eligibility” requirements to use a Faculty Staff Tuition Waiver. If eligible select “Continue” then “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 I/II/11-week). The academic year begins with the fall term.

Review Eligibility Confirm Manager Select School Select Courses

**Employee Eligibility Requirements**  
The tuition waiver program is available to full-time, permanent faculty, EHRA, CSS, SHRA, and 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.

Continue

Cancel 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

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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](mailto: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.

**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 I/II/11-week). The academic year begins with the fall term.

Review Eligibility  Confirm Manager  Select School  Select Courses

Our records indicate the person listed below is your manager. If this is correct, please click the confirmation button below to continue. If this is not correct, please click the cancellation button below to correct the reporting structure.

Your Manager  
[Redacted]

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”.

**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 I/II/11-week). The academic year begins with the fall term.

Review Eligibility  Confirm Manager  Select School  Select Courses

Select the school you are attending, and the term in which you are registered for one or more courses. Once you've selected your school and term, please click the continue button.

UNC System School Attending\*  
East Carolina University

Registered Term\*  
Spring 2024

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

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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 I/II/11-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

Subject / Course*	Course Title*	Credit Hours*
Acctg	Managerial Accounting	3
Meeting Days* 5 / 10	Approx. Start Time*	Approx. End Time* 21 / 40
Online	06:00PM	07:00PM

Add Waiver

Cancel

Submit

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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”.

### 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/11-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 2024-2025 academic year. Please select the courses from your ECU schedule for which you wish to receive a tuition waiver, once submitted your manager will receive notification for approval.

Course	Title	Days / Times	Credits
<input checked="" type="checkbox"/> MGMT 6802	Organizational Behavior	-	3

Per the definition outlined in the Policy Statement, is the course listed directly related to your current job duties and confirmed with your supervisor?

Related to current job duties \*

Per the definition outlined in the Policy Statement, is the course listed required to meet the minimum education requirements of your current position and confirmed with your supervisor?

Minimum education requirements \*

Please refer to [Waiver Reporting Information](#) to answer the additional questions.

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.

Banner ID: [Redacted]      Supervisor: [Redacted]  
 Name: [Redacted]      Supervisor: [Redacted]  
 Email: [Redacted]

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**Tuition Waiver Requests** Filter  Academic Years:

Waivers shown are tuition waivers that were completed online. Paper waivers for previous terms are not shown. Students are able to view their complete bill, see tuition waivers that have been processed, make payments and manage their student account by accessing [Tuition Statements](#).

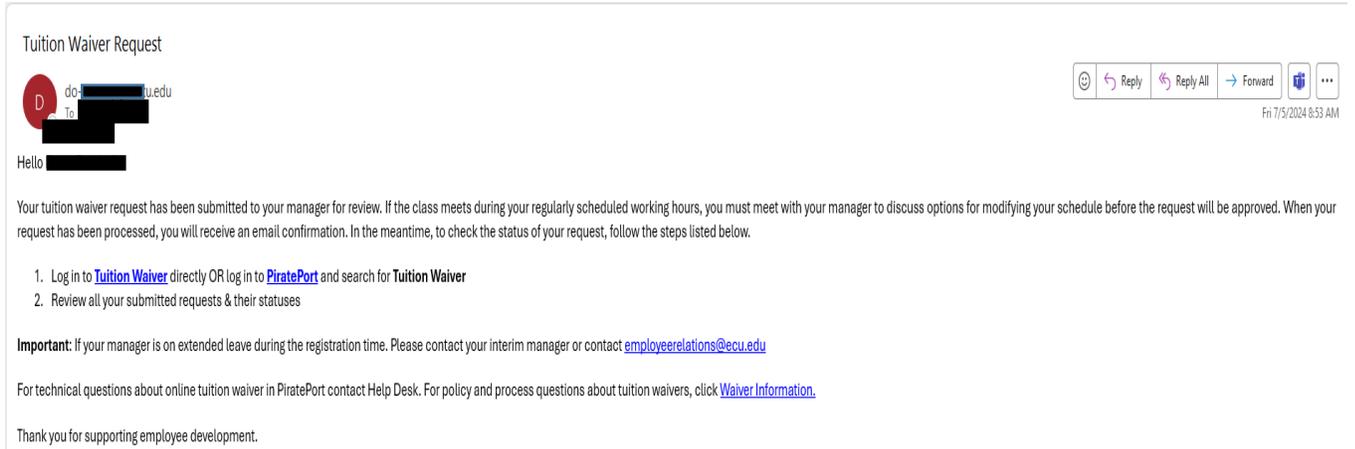
Institution	Term	Course	Manager	Status	Action
ASU	2nd Summer 2024	Acctg / Managerial Accounting	[Redacted]	Pending	<input type="button" value="Cancel"/>
<b>Credit Hours</b> 3		<b>Meeting Days &amp; Time</b> Online, 06:00PM - 07:00PM	<b>Last Updated</b> Jul 5, 2024, 8:53:21 AM		

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A confirmation email will be sent to both the ECU employee and the ECU supervisor. The ECU employee will receive the below email.



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

From: [do-not-reply@ecu.edu](mailto:do-not-reply@ecu.edu) <[do-not-reply@ecu.edu](mailto:do-not-reply@ecu.edu)>  
Sent: [redacted]  
To: Bolal [redacted]  
Subject: Tuition Waiver Request: [redacted]

Hello [redacted]

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

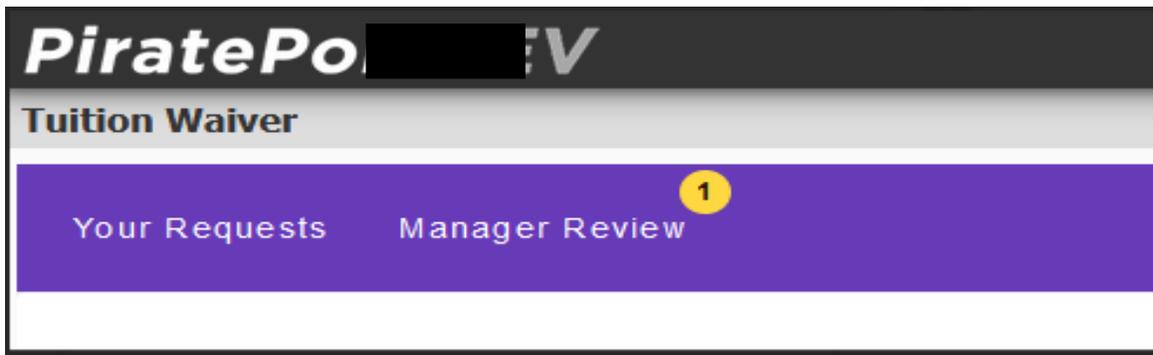
1. Log in to [Tuition Waiver](#) directly OR log in to [PiratePort](#) and search for **Tuition Waiver**
2. Click the **Manager Review** tab
3. Click the **Review** button for each pending tuition waiver request
4. Select **Approved** or **Declined** from the drop-down menu
5. Click **Submit**

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 PiratePort contact the Help Desk. For policy and process questions about tuition waivers, click [Waiver Information](#), or email [TuitionWaivers@ecu.edu](mailto:TuitionWaivers@ecu.edu) if you have questions. If you are no longer the manager for this employee, you may contact [employeerelations@ecu.edu](mailto:employeerelations@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



	Status	Action
	Pending	<a href="#">Review</a>

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## Approve or Deny Tuition Waiver

This tuition waiver was requested by [REDACTED] for the Fall 2024 semester at East Carolina University.

**Course Title**

Organizational Behavior (3)

**Days / Times**

-

Status\*

Pending

Approve or Deny Request

**Additional Questions**

Please refer to [Waiver Reporting Information](#) to answer the additional questions.

Per the definition outlined in the Policy Statement, is the course listed directly related to the employee's job duties?

Related to current job duties \*

Per the definition outlined in the Policy Statement, is the course listed required to meet the minimum education requirements for the employee's current position?

Minimum education requirements \*

Cancel

Submit

Once the manager approves/denies the request, the manager is to answer the additional questions. Then select "Submit".

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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 [REDACTED]

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](mailto:cashier@ecu.edu) or 252-328-6886.