TUITION-FREE COURSE FORM

FULL-TIME, NON-TEMPORARY EMPLOYEES ONLY

As an Employee Benefit, FTCC allows Full-time employees to enroll in one (1) Curriculum/Continuing Education course per semester, tuition free. Tuition-Free courses can not be used for self-supporting classes. Refer to the Administrative Procedures Manual section titled Tuition-Free Courses for additional details.

**Instructions for completing this form:**

Step 1: Complete the fill-in portions of this T-8 Form then print, sign, and date it. Obtain approval to take the course

 from your immediate supervisor.

Step 2: —For **Curriculum** courses: Register for the course via Self-Service (contact the Office of Admissions for

 assistance).

 —For **Continuing Education** courses: proceed to Step 3.

Step 3: Forward the completed T-8 to the Office of Human Resources (email / interoffice mail / hand carry).

Step 4: —For **Curriculum** courses: no further action needed.

 —For **Continuing Education** courses: Once form is approved by HR, the employee is responsible for

 submitting the approved form to the Continuing Education cashier. The Continuing Education cashier

 will then register the employee for the desired course.

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| --- | --- | --- | --- |
| **NAME:** |       | **DATATEL PERSON ID #:** |       |
|  | (PRINT OR TYPE) |  | (7-DIGIT #) |
| **DEPARTMENT:** |       | **POSITION:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF FULL-TIME EMPLOYMENT:** |       | **WORK PHONE #:** |       |

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| --- |
| REGISTRATION INFORMATION |

|  |  |  |
| --- | --- | --- |
| INDICATE DIVISION |  | INDICATE SEMESTER/YEAR\* |
| [ ]  CURRICULUM |  | [ ]  SPRING (January 1 – May 15) [ ]  SUMMER (May 16 – August 14) |
| [ ]  CONTINUING EDUCATION |  | [ ]  FALL (August 15 – December 31) YEAR 20       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE #:** |       | **COURSE TITLE:** |       | **CREDITS:** |       |

I understand that the above course is a tuition-free course. I also understand that I am allowed to take only one course, either Curriculum or Continuing Education, per semester on a tuition-free basis.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| DATE |  | SIGNATURE OF EMPLOYEE |
|  |  |  |
| DATE |  | **SIGNATURE OF IMMEDIATE SUPERVISOR** |

**The above-named employee is authorized to participate in the FTCC Tuition-Free Course benefit.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| DATE |  | **VP FOR HUMAN RESOURCES AND INSTITUTIONAL EFFECTIVENESS** |

***\*Note: Curriculum classes’ beginning date and Continuing Education classes’ ending date determines the semester of record per North Carolina Community College System (Administrative Code 02D.0202).***