



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

January 30, 2012

MEMORANDUM

To: Presidents

From: Dr. Saundra W. Williams, Senior Vice President and Chief
Technology and Workforce Development

Subject: 2012 HRD Tuition and Fee Waiver Guidelines

Per the State Board of Community College Code 02D .0319, 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:

- i. Are unemployed;
- ii. Have received notification of pending layoff;
- iii. Are working and are eligible for federal earned income tax credit;
- iv. Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Attached are the income guidelines for the federal earned income tax credit and federal poverty guidelines. Use these guidelines for determining an individual's eligibility for the HRD Tuition and Fee Waiver. Additionally, the policy states that students for whom registration fees are waived must sign a statement on an official college document verifying that they meet one of the criteria. Please note that students must sign a waiver for each course in which they are enrolled.

Should you have questions, please feel free to contact Robin Coates at (919) 807-7182 or coatesr@nccommunitycolleges.edu.

SWW\ncrc
Attachment

c: Senior Continuing Education Administrators
HRD Directors/Coordinators

CC12-002
Email

2012 HRD Tuition and Fee Waiver Guidelines

Federal Earned Income Tax Credit

SOURCE: Retrieved January 24, 2012, from Internal Revenue Service Webpage
<http://www.irs.gov/individuals/article/0,,id=233839,00.html>

Criteria	Earned Income Threshold
Individual	\$ 13,980
Worker with one qualifying child	\$36,920
Worker with two qualifying children	\$ 41,952
Worker with three or more qualifying children	\$45,060

200% of the Federal Poverty Guidelines

SOURCE: *Federal Register*, Vol. 77, No. 17 January 26, 2012, pp. 4034-4035. Retrieved from
<http://www.gpo.gov/fdsys/pkg/FR-2012-01-26/pdf/2012-1603.pdf>

(Actual Guidelines on Federal Register listed at 100%)

Family Unit	200% of Poverty Guidelines
1	\$22,340
2	\$30,260
3	\$38,180
4	\$46,100
5	\$54,020
6	\$61,940
7	\$69,860
8	\$77,780

For each additional person, add \$7,920.