



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

March 17, 2020

Memorandum

To: Senior Continuing Education Administrators
HRD Directors/Coordinators

From: Margaret Robertson
Associate Vice President, Workforce Continuing Education

Subject: 2020 HRD Tuition and Fee Waiver Guidelines

Per the NC General Statutes (G.S. 115D-5(b)(13)), 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.

Federal Earned Income Tax Credit

<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/earned-income-tax-credit-income-limits-and-maximum-credit-amounts>

Federal Poverty Guidelines

HOUSEHOLD/ FAMILY SIZE	200% OF 2020 ANNUAL
1	\$ 25,520
2	\$ 34,480
3	\$ 43,440
4	\$ 52,400
5	\$ 61,360

<https://aspe.hhs.gov/system/files/aspe-files/107166/2020-percentage-poverty-tool.pdf>
<https://aspe.hhs.gov/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 and are seeking waiver eligibility.

If you have any questions, please contact me at robertonm@nccommunitycolleges.edu or (919) 807-7159.

CC20-020
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