REQUEST FOR TUITION SURCHARGE WAIVER Form

North Carolina Central University
Office of the Registrar

To apply for a waiver of tuition surcharge for a term, you must complete and submit this tuition surcharge waiver request form and in a manner consistent with the UNC Policy Manual 1000.1.5[R] Adopted 01/20/15 including Appendix A (http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=17167&added=1), and to the satisfaction of the University:

- Demonstrate that your pursuit of a degree has been substantially disrupted or interrupted and that the reason for such substantial disruption or interruption fits within one of the four waiver categories enumerated and defined on the reference chart below and;
- Meet the necessary documentation requirements that accompany each waiver category and;
- Successfully complete and submit the form to NCCU within thirty (30) business days of issuance of the written notice of tuition surcharge.
- NOTE: All decisions are final and not subject to appeal.

I. REQUIRED STUDENT INFORMATION

Term for Waiver Request: ____________________________________________________________

   Term (Fall, Spring, Summer)   Year

Full Legal Name: ________________________________________________________________

   Last                          First                          Middle

Student ID#: __________________________

Major: _____________________________

Email Address: __________________________

Telephone#: __________________________

Mailing Address: ________________________________________________________________

   City                      State                      Zip Code

II. BASIS FOR WAIVER REQUEST (Check Only One of the Following Four Options)

☐ Military Service Obligation
   The performance of duty on a voluntary or involuntary basis in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to: active duty, active duty for training, initial active duty for training, and inactive duty training.

☐ Serious Medical Debilitation
   An illness, injury, impairment, or physical or mental condition requiring: (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider; provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

   Required Documentation - Certification issued by the treating health care professional(s) stating each of the following:
   1. The approximate date on which the Serious Medical Debilitation commenced.
   2. The extent to which the serious medical condition has impacted the student’s pursuit of degree.
   3. The relevant and appropriate medical facts regarding the condition.

☐ Disability
   A mental or physical incapacity that causes the performance of the student’s academic commitments to become impossible or impractical provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

   Short-term disability
   Required documentation - Certification issued by the treating health care professional(s) stating each of the following:
   1. The approximate date on which the Short-Term Disability commenced.
   2. The extent to which the student’s physical or mental incapacity has impacted the student’s pursuit of a degree.
   3. The relevant and appropriate medical facts regarding the condition.
   4. That, to the best of the treating health care professional’s knowledge; the student’s disability is not permanent.

   Long-term disability
   Required documentation - Certification issued by the treating health care professional(s) stating each of the following:
   1. The approximate date on which the long-term disability commenced.
   2. The extent to which the student’s physical or mental incapacity has impacted the student’s pursuit of a degree.
   3. The relevant and appropriate medical facts regarding the condition.
   4. That, to the best of the treating professional’s knowledge, the student’s disability is likely to be permanent.

☐ Other Extraordinary Hardship
   A hardship of any kind that, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.

   Required documentation - Verification of any circumstances that, despite responsible handling, led to the substantial disruption or interruption of the student’s pursuit of a degree.

III. DOCUMENTATION

Attach to this form the necessary required documentation that corresponds with the waiver category selected in section II. Once this form has been completed in its entirety, including the necessary information and documents indicated in sections I, II, and III, submit the form to the University Registrar’s Office at the address below.

North Carolina Central University
Office of the Registrar
1801 Fayetteville Street
Durham, NC 27707

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