



# Form for Business Sponsored Students

Pursuant to N.C.G.S § 115D-39(a), "when an employer other than the Armed Forces . . . pays tuition for an employee to attend [a community college] and . . . the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate." If a student is employed at a North Carolina business location and the employer of the student working at the North Carolina business location wants to pay for the student to attend a community college, the employer shall be charged the in-state tuition rate.

(\*Return this form with the requested documents to the Assistant Vice President, Student Support\*)

- The employer must be an incorporated business that is listed on the NC Secretary of State’s website and include the *Business Registration* listing. **Documented proof from the NC Secretary of State of this incorporated business must be submitted with this Business Sponsorship form.**
- The employer must provide a letter of sponsorship on **company letterhead** that student is **currently** employed.
- The student must provide latest two pay stubs from sponsor.
- The employer must pay using a company check for the exact tuition amount given from the Cashier’s Office and accompanied with the above items and this form.
- Completed forms must be submitted by the deadline date listed on the Academic Calendar.

Employer Name \_\_\_\_\_ Employer Tax ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Semester Sponsorship date \_\_\_\_\_

**Name of Individual Authorized by Employer to Approve Business Sponsorship:**

\_\_\_\_\_  
Print Name Signature

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

**For Office Use Only**

**To Cashiers Office:**

Approved for in-state tuition rate – Employer pay: \_\_\_\_\_  
Assistant Vice President, Student Support (signature) Date

Assistant Vice President, Student Support  
Pitt Community College, Vernon White Building, **Room 109**  
PO Drawer 7007  
Greenville, NC 27835-7007  
Telephone: 252-493-7211 Fax: 252-321-4333  
E-mail: [jlpain@email.pittcc.edu](mailto:jlpain@email.pittcc.edu)

***In order to avoid being dropped for non-payment, and employer sponsorship must be in place prior to any payment deadlines. Pitt Community College cannot hold courses for students until a form has been received and approved. The waiver is only good for one semester and must be renewed each semester. This policy is subject to change pursuant to state law.***

*(Effective January 1, 2016 – Updated **August 8, 2022**)*