



## COMPANY SPONSORSHIP

*Pursuant to G.S. 115D-39, when a North Carolina employer, other than the armed services, pays tuition for an employee to attend a community college, and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate. How should the college verify these conditions?*

*Answer:*

*The following steps must be followed in this situation:*

- *The request for the in-state tuition rate must be on the employer's letterhead*
- *A copy of the employee's pay stub must be obtained to verify employment*
- *The employee's tuition must be paid with a company check*

Company sponsorship **MUST** be in place by the first day of classes for the intended semester. Sponsorship must be applied for each semester. To qualify the following **MUST** be completed and returned to Carteret Community College before the sponsorship will be granted:

1. Request for the in-state rate must be on employer's letterhead.
2. Current pay stub indication payment of all applicable taxes.
3. The exact amount of in-state tuition owed by the student on company check.
4. This paper signed, dated, and with phone number verifying the student has not compensated the employer for tuition.

Return to the Carteret Community College Admissions Office along with the verification of employment:

Company Name: \_\_\_\_\_ Company Tax ID # \_\_\_\_\_

Address: \_\_\_\_\_

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

This company is sponsoring: \_\_\_\_\_

For the: \_\_\_\_\_ semester at Carteret Community College.

\_\_\_\_\_  
Company Manager/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number