


Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

## MEMORANDUM

**To:** Agency & University HR Directors  
Academic Assistance Program Administrators

**From:** Barbara Gibson, State Human Resources Director 

**Date:** July 17, 2018

**Re:** 2018 – 2019 Academic Assistance Ceiling Rates

The academic assistance reimbursement ceiling rates for the 2018–2019 fiscal year have been determined and are listed below. These rates apply to all educational institutions that are not University of North Carolina institutions or institutions of the North Carolina Community College System. Academic costs charged by institutions of the University of North Carolina and North Carolina Community College System are 100% reimbursable, if funds are available.

	<b>Credit Hours</b>	<b>Ceiling Rate</b>
<b>Undergraduate</b>	<b>0-5</b>	<b>\$ 1,861.13</b>
<b>Graduate</b>	<b>3-5</b>	<b>\$ 3,545.26</b>

The ceiling rates are based on the highest rate for tuition and fees charged by a University of North Carolina institution. Only academic-related fees should be considered for reimbursement. Fees associated with dormitories, athletics, student unions, cultural events, etc. should be excluded.

State policy requires each agency/university to retain records, on a fiscal year basis, of academic assistance activity. This information is collected electronically by the Office of State Human Resources. Two links have been provided below for you to enter your Academic Assistance Program (AAP) information for the 2017–2018 fiscal year. The first link is for those who funded and disbursed funds under the AAP, and the second link is for those who did not fund or disburse funds under the AAP. (Please do not include funds disbursed under tuition waiver programs or other financial aid programs not associated with your Academic Assistance Program.)

- **AAP Annual Report 1 (Funded/ Disbursed Funds):** <http://www.formsite.com/waters/form115/index.html>
- **AAP Annual Report 2 (Not Funded/No Disbursements):** <http://www.formsite.com/waters/form116/index.html>

Your report should be completed by **September 14, 2018, 12:00 a.m.** After that time, the form will be closed.

I thank you in advance for your promptness. The Academic Assistance Program contact is Janice McIntyre. She can be contacted by email: [janice.mcintyre@nc.gov](mailto:janice.mcintyre@nc.gov), or phone: 919-733-8341. Please contact Janice if you have questions about the ceiling rates or the Academic Assistance Program.