



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 Mail Service Center
Raleigh, North Carolina 27699-1331**

BEVERLY EAVES PERDUE
GOVERNOR

ANN G. COBB, DEPUTY DIRECTOR
INTERIM STATE PERSONNEL DIRECTOR

Memorandum

To: Agency & University HR Directors
Interdepartmental Training Coordinators
Administrators – Educational/Academic Assistance Program

From: Ann G. Cobb

Date: August 1, 2012

Re: 2012–2013 Academic Assistance Ceiling Rates

The ceiling rates for academic assistance reimbursement for the 2012- 2013 fiscal year have been determined and are listed below for your reference and use. These rates apply to all academic 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.

	Credit Hours	Ceiling Rate
Undergraduate	0-5	\$973.38
Graduate	3-5	\$2,405.50

The ceiling rates are based on the highest charge for tuition and fees charged by a University of North Carolina institution. Only academic-related fees are considered. Dormitory, athletic fees, student health service, student union, cultural event fees, etc. are excluded.

State policy requires each agency/university to retain records, on a fiscal year basis, of academic assistance activity and to report this information annually to the Office of State Personnel upon request. Agencies and universities will receive a request for that information in the near future. As in the past, the report is electronic, and agencies and universities will be given ample time to complete it. A couple of categories have been added to provide a more in-depth picture of academic assistance users.

As of July 24, 2012, Janice McIntyre replaced Kathi Parker as the Academic Assistance Program coordinator. Janice can be contacted by email: Janice.mcintyre@osp.nc.gov, or phone: 919-733-8341. Please contact Janice if you have questions about these ceiling rates or other Academic Assistance matters.

**Physical Address: 116 West Jones Street, Raleigh NC 27603
Telephone: (919) 807-4800; Fax (919) 715-9750
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