



To: Wake Tech Students and Employers
Re: Employer Sponsorships

Pursuant to NCGS 115D-39(a) and 116-143.3, when an employer other than the Armed Forces pays tuition for an employee to attend an institution operating pursuant to this Chapter (G.S. 116-143.3) and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

To sponsor a student at Wake Tech, the student's employer must complete and sign the Sponsorship by a North Carolina Business [form](#). Completed forms **must** be submitted by the student through the go.waketech.edu **one** week prior to the start of the term in order to be effective for that semester.

To submit the form, the student will need to login at go.waketech.edu using their Wake Tech User ID and password. Once logged in, the student will need to click on Electronic Forms under Menu and then select Business Sponsorship Form.

After the form is received, the student's tuition rate will be changed from out-of-state to in-state tuition for the current semester. To see the current tuition rates, visit the Wake Tech website at <https://www.waketech.edu/student-services/registration-student-records/payment-deadlines/tuition-costs> and search for the semester needed.

By the end of the semester, Wake Tech will mail a billing statement directly to the employer. Payments should be remitted to the Cashier's Office. **In the event that the employer does not pay the tuition, the student will be responsible for the bill at the out-of-state rate.** If you have additional questions, please contact the Registrar's Office by phone at 919-866-5700, or by email at registrar@waketech.edu.

Regards,

Holly E. Swart
Dean of Registration & Records, Curriculum Registrar