REQUEST FOR TUITION WAIVER
Employees of Washington State*

Registration/Records Office - 237 W. Kellogg Road - LDC 102
Bellingham WA 98226 - 360.383.30302

*****_This form is for non-WCC state employees only. WCC employees should contact the WCC HR Office._

I am requesting a waiver of tuition under RCW 28B.15.558. I understand and agree to the following:

- I am required to pay a registration fee of $10.00 per course (limit of 2 courses per quarter).
- I understand that the tuition waiver is valid on a space available basis only. Instructors cannot over-enroll their classes in order for me to use this waiver.
- I understand that I must present an enrollment form and this completed/signed request between the third and fifth days of the quarter. Early registrations will not be accepted. Late enrollments are at the discretion of the instructor.
- I understand that tuition waivers are not available for Co-Op, Learning Contracts, online classes, or self-support classes.

Name (Please Print) **SID Number** **Quarter/ Year**

COURSE (Dept/Num)	COURSE TITLE	ITEM #	SECTION #	# CREDITS

CERTIFICATION: (to be completed by the student/state employee)

I certify that I understand the conditions of this waiver request.

Student Signature Date

ELIGIBILITY CERTIFICATION (to be completed by the employer/human resources representative)

☐ This employee is at least half-time and meets the following eligibility criteria under RCW 28B.15.558 (2) or (3):

☐ 2a ☐ 2b ☐ 2c ☐ 2d ☐ 3 (see reverse side)

I certify that the above-named employee meets this eligibility criteria as required by law.

Signature Date

Name, Title & Agency Name

Address, Telephone & Email

rev 1/28/2014

RCW 28B.15.558
Waiver of tuition and fees for state employees and educational employees.

(1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community colleges may waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section. The enrollment of these persons is pursuant to the following conditions:

(a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;

(b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and

(c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

(a) Permanent employees in classified service under chapter 41.06 RCW*;

(b) Permanent employees governed by chapter 41.56 RCW pursuant to the exercise of the option under RCW 41.56.201;

(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.**

(4) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(5) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(6) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

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* RCW 41.06 addresses civil service laws which do not include K-12 employees.

Revised 6/07 to include new language from **5101-S.SL