



# Washington State Employee Tuition/Fee Waiver Request

*Return to: WWU, Registrar's Office, Old Main 230, 516 High St., Bellingham, WA 98225-9008*

Fall  
Winter  
Spring Year: \_\_\_\_\_

## Required Information

Name: <i>Please print</i> (Last) (First) (MI)			WWU Student #: <i>(if known)</i> <b>W00</b>		Date of Birth:	Male Female
Former Name(s):		Social Security #:		Previous application or attendance at WWU? Quarter: _____ Year: _____		
Mailing Address:		City:		State:	Zip:	Day Phone:
Are you currently a Washington State Resident? Yes, from: _____ to: _____ No		Are you a U.S. citizen? Yes No		Email Address:		
Position title:		Name of Agency/Department:		How long in this position: Years: _____ Months: _____		I will take course work: To complete a degree To enhance work skills For personal enhancement

## Optional Information

<b>Ethnicity/Race (Please check one):</b> White/Caucasian (1/800), Black/African American (2/870), Asian Indian (4A/600), Eskimo (5E/935), Aleut (5A/941), American Indian (5N/597), Please include name of primary or enrolled tribe: _____ Chinese (4C/605), Korean (4K/612), Thai (4T/618), Filipino (4F/608), Guamanian (4G/660), Japanese (4J/611), Vietnamese (4V/619), Hawaiian (4H/653), Samoan (4S/655), Other Asian or Pacific Islander (Specify one group, i.e., Cambodian, Laotian, etc.). _____	<b>Are you of Spanish/Hispanic origin? (Please check one)</b>  Mexican/Mexican American/ Chicano (3M), Cuban (3C), Puerto Rican (3P)  <b>Other Spanish/Hispanic (3H)</b> (Specify one group, i.e., Argentinean, Columbian, Nicaraguan, Salvadoran, Spaniard, etc.) _____  Not Spanish/Hispanic (999)
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*I have read the Guidelines and hereby request a tuition/fee waiver as an employee of the State of Washington.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

*I certify that the above listed person is a permanent employee of the State of Washington, meets the requirements listed in the guidelines and is eligible to enroll under the tuition/fee exemption program. (To be signed by Human Resource Officer.)*

Name of Authorizing Person (Please Print):				Title:	
Signature of Authorizing Person:			Date:	Telephone Number: ( )	
Agency:	Agency Address:	City:		State:	Zip:

CRN	Department	Course Number	Credits	Instructor's Signature
Total Credits May not exceed 6				

# WESTERN WASHINGTON UNIVERSITY STATE EMPLOYEE TUITION/FEE WAIVER PROGRAM

## GUIDELINES

Pursuant to House Bill No. 1824, Chapter 88 the laws of Washington, 1990, and this policy, the University offers educational benefits for Washington state employees as defined in RCW Chapters 28B.16 and 41.06. Public and vocational school teachers and other certificated instructional personnel should contact the Registrar's Office at 360-650-3432 for a separate tuition/fee exemption request form.

A permanent, state-classified employee who is half-time or more and who has met University admission requirements and filed proof of tuition waiver eligibility with the Office of the Registrar no less than fifteen (15) working days prior to the beginning of each academic term (fall, winter, and spring) may take up to six (6) credit hours of course work per quarter. This form must be submitted each quarter of attendance in order to verify, by means of the Human Resources Office's signature, the employee's continued employment by the state agency. Tuition, tuition operating fee, service/activities fee (course fees must be paid by the employee), and mandatory fees will be waived subject to the following conditions:

1. Eligible employees must have served for at least six (6) months in half-time or full-time permanent status and must be employed by the State during the quarter for which enrollment is planned.
2. This policy applies to all courses *except* those arranged on an individual basis and those designated as self-supporting. Examples of course work which are **not** available under this tuition/fee waiver program include, but are not limited to:
  - A. Summer Session
  - B. Extension or correspondence courses
  - C. Independent Study
  - D. Individually arranged courses
  - E. Graduate thesis or research
  - F. Foreign study
  - G. Internships, including student teaching
  - H. Private lessons
  - I. Practicums
  - J. Contracted field experience
  - K. Non-credit programs
3. A state employee who registers for more than six (6) credit hours per quarter will **not** be eligible for the waiver of *any* fees and will therefore be responsible for payment of tuition and fees for **all** credit hours taken.
4. Space must be available in the course selected and participation must not result in an extra section or displacement of regular students. No course that admits students on a space available basis shall be closed, filled or over-enrolled, beyond pre-established class limits. The Registrar will not honor any special permission to enter a closed course given by an instructor to employees exercising the tuition/fee waiver program.
5. Admission requirements:
  - A. If the employee does not plan to complete a degree program, but is taking courses only for personal improvement, no further credentials are required.
  - B. If the employee plans to complete a degree program (matriculate), the employee must apply for formal admission (requires submission of credentials) to the University. Once admitted, the employee is still required to complete and submit the Tuition/Fee Exemption Request on a quarterly basis. An application for formal admission may be obtained from the University Admissions Office or from any high school or community college guidance office. The applicant should indicate clearly on the top of the form that s/he plans to enroll under the tuition/fee waiver plan for state employees.
6. Under this program, registration for state employees shall be allowed **beginning the second day of instruction** each academic term (fall, winter and spring quarters only). All state classified employee tuition waiver registrations must be complete by the end of phase III.
7. A **non-refundable** fee of \$30 will be assessed each participant quarterly to cover the costs of administering the program. This \$30 fee must be paid by the fee payment due date published on the Registrar's Office home page under Dates and Deadlines, found online at [http://www.wvu.edu/depts/registrar/important\\_dates\\_index.shtml](http://www.wvu.edu/depts/registrar/important_dates_index.shtml). All charges and depositions, including special course fees, beyond basic tuition are the responsibility of and must be paid by the employee by the published due dates.
8. An employee registering for tuition/fee-exempt course work shall not pay services and activities or health fees and shall not be entitled to benefits afforded by programs funded by such fees.
9. To be eligible to register, an employee must meet established academic, admission and administrative requirements of the University; and requirements of particular departments and degree programs, including course prerequisites.
10. The University reserves the right to exclude, at its discretion, registration in certain programs and courses.