



# Washington State Employees Tuition Exemption Request

Please Print

<b>Tuition Exemption Request Valid for One Quarter Only</b>		Quarter	Year
Last Name		First	Middle
Home Address		City	ZIP
Student ID Number	Daytime Phone	Home Phone	
Date of Birth	Email address	Name of Agency/Department	
Position Title		How long in this position?	
I have read the guidelines and hereby request a tuition exemption and confirm I am at least a permanent full time or half time employee of the State of Washington.			
Signature:		Date:	

**To be completed by employee's Human Resources department:**

This verifies that (print employee's name) \_\_\_\_\_ is employed as stated above and is an eligible (check one):

- Permanent employee in classified service under RCW 41.06.
- Permanent employee governed by RCW 41.56 (pursuant to the exercise option under RCW 41.56.201)
- Permanent classified employee or exempt paraprofessional employee of a technical college.
- Faculty, counselors, librarians & exempt professional & administrative employees at institutions of higher ed as defined by RCW 28B.10.016
- K-12 teachers and other certified instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area per SSB 5101.

I confirm under penalty of perjury that the above-named individual meets the classification checked above:

_____ PRINT Name of Authorizing Person	_____ Agency Name
_____ Title	_____ Agency Mailing Address
_____ Signature of Authorizing Person	_____ City/State ZIP
_____ Date Signed	_____ (Area Code) Telephone Number
_____ E-mail address	

**Eligibility & Regulations**

- This program is limited to permanent half-time or more state employees as defined by RCW 41.06 and 25B.15.558. To determine if you are eligible, consult your HR representative.
- To register using the State Employees Tuition Exemption, submit the Washington State Employees Tuition Exemption Request to Enrollment Services at least **two business days prior to the beginning of each quarter**.
- State employees are limited to enrollment in a maximum of two (2) classes per quarter, not to exceed twelve (12) credits.
- Registration is limited to courses where space is available after 12 noon on the last business day prior to the quarter or by instructor permission during the late registration period. Permission is at the instructor's discretion and is not subject to appeal.
- Adding and dropping (including adding yourself to the waitlist) of a specific class before the official start date and time of state employee waiver registration will disqualify your waiver eligibility for the specific class. (strictly enforced)
- A registration fee of \$5 per class plus all fees associated with the class will be charged. If the student is not a continuing student, an admissions application and application fee is required before the student will be able to register. All fees and charges must be paid immediately or participants will be dropped from their classes.
- Tuition is not exempted for self-support, contract or continuing education classes. Washington State Employee Tuition Exemptions only apply to state-supported classes.

## **RCW 28B.15.558**

### **Waiver of tuition and fees for state 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.