

Tuition Waivers—Fall and Spring Semesters

OVERVIEW

An eligible individual who enrolls in WSU academic courses during fall or spring semesters may request a waiver of tuition. (*RCW* 28B.15.558) (see [Delivery/Course Exceptions](#).) This program is based on availability of space and facilities. A limited number of additional students are accepted if the class can be taught without incurring additional costs. Regular tuition-paying students are seated first.

See *BPPM* 60.73 regarding tuition waivers for summer session academic courses.

Eligible Individuals

WSU Employees

The following WSU employees are eligible for the tuition waiver on a space-available basis:

- Civil service employees holding half time or greater appointments and having permanent status by the tenth day of class for fall and spring semesters.
- Civil service employees on trial service appointments meeting the above criteria.
- Faculty and administrative professional employees holding half time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as civil service employees unless otherwise defined by the terms of the applicable bargaining unit contracts.

Others

The following individuals are eligible for the tuition waiver on a space available basis.

- ROTC faculty and staff employed at WSU locations that meet the WSU employee eligibility requirements above.
- Employees of other state of Washington agencies or higher education institutions that meet the WSU employee eligibility requirements above.
- Teachers at public common and vocational schools that hold or are seeking valid endorsements and assignments in state-identified shortage areas. (*RCW* 28B.15.558)

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Others (cont.)

- Classified staff at K-12 public schools, when coursework is relevant to current work assignments. (*RCW* 28B.15.558)

Ineligible Individuals

The following are not eligible for the tuition waiver:

- Individuals who are not employed by Washington State University other than those listed under [Eligible Individuals](#).
- WSU adjunct appointment holders with no employee/employer relationship with WSU.
- Retired employees. (Such individuals may be eligible for the Senior Citizen Tuition Waiver program. Contact the campus registrar's office for more information.)
- Hourly employees.
- Students, including assistants, associates, or others holding positions with student status.
- Probationary civil service and collective bargaining unit employees who do not complete probation prior to the deadlines indicated under [Eligible Individuals](#).
- Employees whose employment is terminated prior to the first day of class.

Enrollment/Fees

The tuition fee waiver may be used for up to six semester credits each fall and spring semester. Tuition and mandatory fees may be waived for courses taken on audit basis as well as courses taken for credit.

Individuals may enroll for additional credits, but tuition and mandatory fees for only the first six credits associated with the eligible courses are waived. Refer to the Summary of Academic Policies in the *WSU Catalog* for additional information on enrollment limits. For students enrolled in nine credits that include a combination of courses taken on an audit basis and courses taken for credit, the cost of the audited courses is waived before the cost of the courses taken for credit. Hours in excess of six are subject to regular tuition and mandatory fees. To calculate the costs, subtract the cost of six waived credits from the total tuition and mandatory fees for the semester and add the five dollar administrative fee.

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| Enrollment/Fees (cont.) | WSU charges each eligible individual a nonrefundable five dollar administrative fee plus any special course fees, laboratory fees, late registration charges, or late fee payment charges. |
| IRI Not Accepted for \$5 Fee | The individual may not pay the five dollar administrative fee with an Interdepartmental Requisition and Invoice (IRI). |
| Financial Aid | The tuition component of the cost-of-attendance budget is adjusted to reflect the actual cost of tuition being charged for individuals requesting a tuition waiver and seeking other forms of federal, state, institutional financial aid, or any additional financial aid resources. The adjustment may result in a reversal of financial aid on the account, depending on when Student Financial Services (SFS) receives notice of the waiver and posts it to the individuals account. To confirm that funds are accounted for, individuals should contact SFS; telephone 509-335-9711. |
| Student Benefits | Individuals solely enrolled under the tuition waiver program are not entitled to WSU student benefits. WSU student identification cards are not issued or validated. |
| Delivery/Course Exceptions | The tuition waiver may not be used for the following types of courses. (Costs for such courses are closely tied to the number of enrolled students.) <ul style="list-style-type: none">• Internships• Tutorials, private lessons, or practicums• Classes delivered 100 percent online without any on-campus component• Self-sustaining courses• Independent study, including courses numbered 499, 600, and 701 |

NOTE: An employee participating in the tuition waiver program may pay the regular tuition to enroll in the classes listed above.

ENROLLMENT

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| Admission | Individuals must be admitted to WSU and pay the admission application fee to be eligible to enroll. Any individual who was not enrolled the previous two semesters must reapply for admission. Contact the Graduate School or the Office of Admissions for admissions information. |
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PERSONNEL
60.70.4
Revised 7-20
Registrar
509-335-5346
Human Resource Services
509-335-4521

BUSINESS POLICIES AND PROCEDURES MANUAL

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Admission (cont.)

NOTE: Individuals who seek to audit a course, but have not been admitted to WSU should contact the campus registrar's office and refer to [Procedures for Audit Enrollment](#).

Tuition Waiver Request

Complete and print the Tuition Waiver Request form to request the tuition waiver and to initiate class registration.

Completion and Approval

Instructor's Approval

The individual obtains the instructor's signature when:

- Enrolling to audit a class.
- Adding a class after the fifth day of instruction.
- Adding a class scheduled at a time that conflicts with another class in the employee's schedule.

WSU Vancouver

In certain circumstances, e.g., business courses at WSU Vancouver, the individual obtains an approval signature from the academic department, rather than the instructor, in order to attend the class. Contact the WSU Vancouver Office of Student Affairs for more information.

Department Approval

Academic Chair

To add a class that is full on or after the first day of instruction, the individual must obtain the approval of the chair of the academic department offering the class.

NOTE: During the first five days of instruction, tuition waiver recipients are not added to a full class with a waitlist option established.

Consent Required

To add a class that is designated *consent required* the individual must obtain approval of the department offering the class.

Employee's Department/Unit Approval

Eligible WSU Employees

The head of the employee's employing department approves the enrollment by signing a completed Tuition Waiver Request. *Do not substitute a signature stamp for the signature.*

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Eligible WSU Employees (cont.) The department head may deny the request if the essential duties of the position must be performed by the employee during class meeting times.

In addition, a department head may deny a request for any of the following reasons:

- Temporary shortage of personnel
- Seasonal work commitments
- Temporary work-related emergencies

An employee may appeal a denial to the Director of HRS or designee.

State Employees

A state employee obtains approvals as indicated on the form.

Certification/Verification

Human Resource Services

A Human Resource Services (HRS) representative signs the form to certify the eligibility of each valid WSU employee request for a tuition waiver under this program.

NOTE: HRS does not begin signing Tuition Waiver Requests until one week prior to the start of the semester.

Registrar's Office

The campus registrar's office representative verifies the eligibility of each State of Washington employee (non-WSU) requesting the waiver.

Registration

The requestor must submit the Tuition Waiver Request to the campus registrar's office before the end of the second week of the current term to be eligible for the tuition waiver for that term. An individual who registers for classes without submitting a Tuition Waiver Request cannot seek a tuition waiver under this program.

The campus registrar's office does not accept Tuition Waiver Requests until the first day of instruction. This practice assures that tuition-paying students are registered before students using space-available waivers.

NOTE: During the first five days of instruction, individuals are not added to a full class with a waitlist option established.

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PROCEDURES FOR AUDIT ENROLLMENT

Admission

Admission to WSU is not required to audit classes. If an individual is enrolled for credit hours *and* audit hours, the individual must be admitted to WSU.

Audit Registration

Audit registration occurs during the first four weeks of classes in the fall and spring.

Individuals changing from audit to credit request this by the date specified in the WSU Academic Calendar. To view the academic calendar go to:

registrar.wsu.edu/

Complete a Tuition Waiver Request.

OTHER TUITION AND FEE WAIVER PROGRAMS

The *WSU Catalog* provides policies and procedures for other tuition and fee waiver programs. This publication is available from the WSU Pullman Registrar's Office website at:

registrar.wsu.edu/

Tuition or Fee Waiver as a State Employee

WSU employees may qualify for a tuition or fee waiver program at another state public institution of higher education. Contact the other institution for information.

Senior Citizens

Senior citizens who are residents of Washington and who are age 60 or over are eligible for the Senior Citizen Tuition Waiver program.

Senior citizens who are interested in enrolling at WSU should contact the campus registrar's office or refer to *RCW 28B.15.540*. This tuition waiver is limited to six credits or two courses per semester in the fall and spring semesters only.