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.
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Others (cont.)

- Teachers employed at Washington state public common and vocational schools that hold or are seeking valid endorsements and assignments in state-identified shortage areas. (*RCW 28B.15.558*)

- Classified staff employed at Washington state 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
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Enrollment/Fees (cont.) 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.

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 the Workday Internal Service Delivery process or an Interdepartmental Requisition and Invoice (IRI). (See BPPM 70.05 and the Workday Internal Service Delivery reference guide.)

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.)

- Internships
- Tutorials, private lessons, or practicums
- Classes delivered 100 percent online
- 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.
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ENROLLMENT

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.

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 submit the Tuition Waiver Request form that is specific to the campus the individual plans to attend to request the tuition waiver and to initiate class registration.

WSU Everett

For classes on the WSU Everett campus, use the Tuition Waiver Request form available from Procedures, Records, and Forms.

WSU Pullman

For classes on the WSU Pullman campus the Employee Tuition Waiver is available from Enrollment Management.

WSU Spokane

For classes on the WSU Spokane campus see the Registrar – Enrollment Services.

WSU Tri-Cities

For classes on the WSU Tri-Cities campus see Tuition Waivers available from Student Financial Services.

WSU Vancouver

For classes on the WSU Vancouver campus, use the Tuition Waiver Request form available from Procedures, Records, and Forms.

Completion and Approval

Instructor's Approval

The individual obtains the instructor's signature when:

- Enrolling to audit a class.
- Adding a class after the seventh day of the term.
- Adding a class scheduled at a time that conflicts with another class in the employee's schedule.
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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 approving a completed Tuition Waiver Request.

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*

The employee’s agency representative and/or supervisor approves the enrollment by approving a completed Tuition Waiver Request. The agency representative and/or supervisor may deny the request.

Certification

*Eligible WSU Employees*

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

Note: HRS does not begin approving Tuition Waiver Requests until one week prior to the start of the semester.
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*Non-WSU State Employees*  
The employee’s agency representative approves the form to certify the eligibility of the employee’s request for a tuition waiver under this program.

**Registration**  
Refer to the specific campus website for Tuition Waiver request registration and form submittal instructions. (See Tuition Waiver Request above.)

An employee may submit the Tuition Waiver request to the campus registrar’s office on or after the first day of classes. This practice assures that tuition-paying students are registered before individuals who are using space-available waivers. During the first seven days of instruction, individuals are not added to a full class with a waitlist option established.

An individual who registers for classes without submitting an Employee Tuition Waiver (ETW) request is charged full tuition and fees. However, an ETW request may be submitted no later than the end of the second week of the current term.

**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 through the tenth day of the term in the fall and spring. Individuals changing from audit to credit request this by the date specified in the WSU Academic Calendar.

Follow the instructions on the Tuition Waiver Request.

**OTHER TUITION AND FEE WAIVER PROGRAMS**  
The WSU Catalog provides policies and procedures for other tuition and fee waiver programs.

**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 (cont.)

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.