

Summer Educational Benefits

OVERVIEW

An eligible individual may enroll in academic courses during the summer session without paying regular fees on a space-available basis. A limited number of additional students are accepted if the class can be taught without incurring additional costs. Regular fee-paying students are seated first.

Eligible Individuals

WSU Employees

The following Washington State University employees are eligible for the benefit:

- A civil service employee holding a half time or greater appointment and having permanent status by the first day of the summer session class which her or she wants to take.
- A civil service employee on a trial service appointment meeting the above criteria.
- A faculty or administrative professional employee holding a half time or greater appointment.
- An employee covered by a collective bargaining agreement is eligible on the same basis as a civil service employee unless otherwise defined by the terms of the applicable agreement.

Others

ROTC faculty and staff employed at WSU locations who meet WSU employee eligibility requirements above are eligible for the benefit on a space-available basis.

Ineligible Individuals

The following are not eligible for the fee waiver:

- Individuals who are not employed by WSU, other than those listed above under [Eligible Individuals](#).
- WSU adjunct appointment holders with no employee/employer relationship with WSU.
- Retired employees.
- Hourly employees.
- Students, including assistants, associates, or others holding positions with student status.

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Ineligible Individuals

- Probationary civil service and bargaining unit employees who do not complete probation prior to the deadlines indicated above under [Eligible Individuals](#).
- An employee whose employment was terminated prior to the first day of class.

Number of Hours

The summer educational benefit waiver may be used for up to four credits over the summer term. Credit hours may be in any combination of for credit or audit hours. Individuals may enroll for additional credits beyond what the waiver allows, but tuition and mandatory fees for only the first four credits associated with the eligible courses are waived.

Fees

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 five dollar administrative fee cannot be paid with an Interdepartmental Requisition and Invoice (IRI).

Student Benefits

Individuals enrolled under the benefit are not entitled to WSU student benefits. WSU student identification cards are not issued or validated.

Excepted Courses

The benefit may not be used for the following types of courses. (Costs for such courses are closely tied to the number of enrolled students or are related to delivery to distant locations.)

- Internships
- Tutorials, private lessons, or practicums
- Global Campus courses
- Independent study, including courses numbered 499, 600, 700, 702 and 800

Enrollment

Admission

Individuals must be admitted to WSU in order to receive University credit for course work. Individuals not enrolled the previous spring term must apply for admission to Summer Session in order to receive University credit for course work taken during summer term.

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Admission (cont.) Request summer application materials from the Admissions Office at the WSU Pullman campus or equivalent office at the non-Pullman campus of enrollment.

NOTE: Individuals who seek to audit a course, but have not been admitted to WSU should contact the Office of the Registrar and refer to [Procedures for Audit Enrollment](#).

Summer Educational Benefit Request Form Complete a Summer Educational Benefit Request form to request the benefit and to initiate class registration.

Approval

WSU Employees

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

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 Associate Vice President & Chief Human Resource Officer or designee.

Late Enrollment, Time Conflict The employee obtains the instructor's signature when:

- Auditing a class.
- Entering a class after the fifth class day.
- Entering a class scheduled at a time that conflicts with another class in the employee's schedule.

PERSONNEL
60.73.4
Revised 4-16
Summer Session
509-335-3557
Human Resource Services
509-335-4521

BUSINESS POLICIES AND PROCEDURES MANUAL

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Impacted Classes

Impacted (high demand) courses usually do not have space available. In order for the Registrar's Office to register a requester for an impacted class, the requester must obtain written approval from the department chair on the following forms:

- A Summer Educational Benefit Request.
- An Add/Drop Enrollment Change (Summer Session).

The Add/Drop Enrollment Change form is available on the WSU Registrar's website at:

registrar.wsu.edu/media/753487/enrollmentchangeform.pdf

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 this benefit.

NOTE: HRS does not begin signing Summer Educational Benefit Requests until one week prior to the start of each summer session.

Registration

The requestor submits the Summer Educational Benefit Request to the Summer Session Office on the first day of class in which he or she plans to enroll in order to be eligible for the benefit for the current summer term.

Submitting a completed Summer Educational Benefit Request provides course registration information in addition to requesting the benefit.

PROCEDURES FOR AUDIT ENROLLMENT

Admission

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

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Audit Registration

Audit registration occurs during the first week of a summer session class. Students changing from audit to credit must do so by the date specified on the WSU Summer Session webpage at:

summer.wsu.edu/dates-and-deadlines/full-deadlines-table/

To view class schedules, go to the Summer Session website at:

summer.wsu.edu

Complete a Summer Educational Benefit Request form to request class registration for audit.

Payment of the \$5 Fee

Submit the completed form and the five dollar administrative fee to the Cashier, Controller's Office, by the end of the first week of a class during the summer session. To be eligible for the tuition fee waiver, the Summer Educational Benefit Request must be submitted.

The Cashier stamps the form as paid and returns it to the individual who takes it to the Summer Session Office.