

TUITION WAIVER REQUEST (Fall and Spring Semesters)

You must first apply for admission, pay the admission application fee, and be admitted prior to being eligible for the tuition waiver.

Faculty, staff, and state employees bring this completed form, including all required signatures, to the campus registrar's office on the first day of class. See BPPM 60.70.

NAME (Last, First, Middle Initial)			WSU ID NUMBER	WORK TELEPHONE NUMBER
RESIDENCE ADDRESS			EMPLOYING DEPARTMENT (WSU EMPLOYEES ONLY)	POSITION TITLE (STATE OF WA EMPLOYEES ONLY)
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	TERM AND YEAR <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____

STATUS

- WSU Faculty
 WSU Administrative Professional
 WSU Classified Employee
 State of Washington Employee (not WSU)
 Washington National Guard
 Other (identify) _____

LOCATION OF CLASS

- WSU Everett
 WSU Spokane
 WSU Vancouver
 Other (identify) _____

STUDENT CAREER

- Undergraduate
 Graduate
 Professional

WSU EMPLOYEE MAKEUP ARRANGEMENTS

- The employee will attend class during nonworking hours. No makeup is necessary.
 The employee will attend this class during working hours and the employee has made arrangements to make up work.
 The class is related to the employee's current position and is considered part of the work assignment. No makeup is necessary.

COURSE REQUESTS - Indicate classes below to request enrollment. Maximum of six credits waived per fall and spring semester. Additional credits allowed at full price.									
Course Subject/ Course No. (e.g., ENGL 101)	Sec. No. (e.g., 01)	Class SLN (e.g., 2061)	Lab SLN (e.g., 2061)	Credit Hours (Must enter if variable)	Meeting Times	Check if Audit	*Instructor Signature Required for enrollment after 7th day, or for audit, or if time conflict	*Enrollment in Full Class Department Chair Signature See note on form back.	*Department Consent Required Departmental Signature

* Practices regarding required signatures may vary, so contact your campus registrar's office to confirm specific practices.

Individuals under the WSU Tuition Waiver Program are registered on a space-available basis and a \$5.00 nonrefundable administrative fee is applied. Once you have secured all required signatures, present this form in person to the campus registrar's office on the first day of class. Any other applicable special course fees or laboratory fees are due by the tenth day of the term.

STUDENT SIGNATURE

ELIGIBILITY CERTIFICATION

WSU Employee

I certify that the indicated employee has the department's permission to enroll under the tuition waiver program for WSU employees in accordance with the work makeup arrangement show above.

EMPLOYEE'S DEPT. HEAD NAME	DEPT. HEAD SIGNATURE	DATE
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Human Resource Services

I certify that the indicated employee is eligible to enroll under the tuition waiver program for WSU employees.

WSU HRS SIGNATURE	DATE
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State of Washington Employee (not WSU)

I certify that the above-named individual is an employee of a state of Washington agency or institution of higher education and is employed half-time or greater, holds permanent status and is therefore eligible under the tuition waiver program for state of Washington employees; is a teacher and other certificated instructional staff employed at public common and vocational schools; or is classified staff employed at public common schools; as defined in RCW 28A.150.020, when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

AGENCY SIGNATURE	TITLE	DATE	TELEPHONE
STATE AGENCY NAME	AGENCY MAILING ADDRESS		

After obtaining applicable signatures, carry the completed form to the campus registrar's office.

WSU REGISTRAR'S OFFICE SIGNATURE	DATE
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WSU TUITION WAIVER PROGRAM

ELIGIBLE INDIVIDUALS — 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.

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

- ROTC faculty and staff employed at WSU locations who meet WSU employee eligibility requirements above.
- Employees of other state of Washington agencies or higher education institutions meeting the WSU employee eligibility requirements above.
- Teachers and other certificated instructional staff employed at public common and vocational schools. (RCW 28B.15.558)
- Classified staff at K-12 public schools enrolling in coursework that is relevant to their work assignment or that is part of a teacher preparation program. (RCW 288.15.558)

NONELIGIBLE INDIVIDUALS — The following are not eligible for the tuition waiver:

- Individuals who are not employed by Washington State University other than those listed above 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 above under “Eligible Individuals.”

ADMISSION — Individuals must be admitted to WSU and pay the admission application fee in order to be eligible. Individuals not enrolled the previous two semesters must reapply for admission. Contact the Office of Admissions or the Graduate School for admission information.

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 for 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. 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 will be 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 non-refundable administrative fee, and special course or laboratory fees. Fees must be paid by the tenth day of the term to avoid late payment fees.

FINANCIAL AID – Requesting a tuition waiver may affect any financial aid the individual is seeking. See BPPM 60.70 for details.

STUDENT BENEFITS — Individuals solely enrolled under the tuition waiver program are not entitled to student benefits. WSU student identification cards are not be issued or validated.

COURSE EXCEPTIONS — The following classes are not covered under the tuition waiver program: **internships, tutorials, private lessons, practicums, classes delivered 100 percent online, self-sustaining courses, independent study** including courses numbered 499, 600, and 701. However, an individual participating in the tuition waiver program may pay the regular tuition to enroll in these classes.

APPROVAL — Individuals must obtain the approval and original signature (no stamps) as indicated on the form prior to submittal. NOTE: For WSU employees, Human Resource Services does not sign the form until makeup arrangements are indicated and the head of the employing department has signed the form. **HRS begins signing fee waiver requests no sooner than one week prior to the start of the semester.**

REGISTRATION — Turn in the completed Tuition Waiver Request to the applicable WSU registrar’s office on or after the first day of instruction, but before the end of the second week of the term: WSU Spokane Student Affairs - Academic Center 130, Spokane, WA 99210-1495; WSU Vancouver Student Affairs - 14204 NE Salmon Creek Ave., Vancouver, WA 98686; WSU Everett Admissions – Gray Wolf Hall 101, Everett, WA 98201; **Individuals registering without this form at the time of registration are charged full tuition and do not qualify for the waiver for the current term.** The individual must obtain the instructor’s signature when enrolling to audit a class, adding a class after the seventh day of the term, or adding a class with a time conflict. The individual must obtain the academic department chair’s signature when adding a class that is full. NOTE: During the first seven days of instruction, individuals are not added to a full class with a waitlist option established.

Refer to **BUSINESS POLICIES AND PROCEDURES MANUAL (BPPM) 60.70** for complete instructions.

Revised 10-22