

TUITION WAIVER REQUEST (Fall and Spring Semesters)

WASHINGTON STATE UNIVERSITY
REGISTRAR'S OFFICE

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 Registrar's Office on the first day of class. See 60.70.

WSU1082-CONTR057-0811

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	E-MAIL ADDRESS	TERM AND YEAR <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____

STATUS

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

CAMPUS LOCATION OF CLASS

- WSU Pullman
- WSU Spokane
- WSU Tri-Cities
- WSU Vancouver
- Other (Identify)

WSU EMPLOYEE MAKEUP ARRANGEMENTS

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

COURSE REQUESTS - Indicate courses below to request enrollment. Maximum credits allowed: 6 per fall and spring semester							
Course Prefix / Course No. (e.g., ENGL 101)	Sec. No.	Credit Hours (Must enter if variable)	Course Title	Meeting Times	Check if Audit	Instructor Signature* Required for enrollment after 5th day, or for audit, or if time conflict	Department Signature* Required for enrollment in full class

*EXCEPTION: For certain courses at WSU Vancouver, obtain signature from the academic department, rather than the instructor. See WSU Vancouver Student Affairs for more information.

Enrollees 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 Office of the Registrar on the first day of class. Any other special course fees or laboratory fees (if applicable) are due by the tenth day of the term.

SIGNATURE OF STUDENT

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 arrangements shown above.

EMPLOYEE'S DEPT. HEAD NAME (Type or print)	DEPARTMENT 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 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, or is a teacher or certified instructional staff who holds or is seeking a valid endorsement and assignment in a state-identified shortage area.

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 at public common and vocational schools holding or seeking valid endorsements and assignments in state-identified shortage areas. (*RCW 28B.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.
- Retired employees. (Such individuals may be eligible for the Senior Citizen Tuition Waiver program. Contact the 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 “Eligibility.”

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

ENROLLMENT LIMIT — Employees may enroll for up to six semester hours each semester, fall and spring. These hours may be any combination of credit and audit hours. Employees enrolling for more than the hour limit are not eligible for the tuition waiver program.

CHARGES — Employees enrolled in the tuition waiver program pay a \$5.00 nonrefundable administrative fee plus any special course fees or laboratory fees. Fees must be paid by the tenth day of the term to avoid late payment fees.

STUDENT BENEFITS — Employees 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, WSU online program classes, self-sustaining courses, independent study** including courses numbered 499, 600, 700, 702, and 800. However, an employee participating in the tuition waiver program may pay the regular tuition to enroll in these classes, provided that the employee does not enroll in more than a total of six semester hours per semester (fall or spring).

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 fourth week of the term: WSU Spokane Student Affairs - Academic Center 130, Spokane, WA 99210-1495; WSU Tri-Cities Admissions/Registration - 2710 University Drive, Richland, WA, 99352-1643; WSU Vancouver Student Affairs - 14204 NE Salmon Creek Ave., Vancouver, WA 98686; WSU Pullman - French Administration 346, Pullman, WA 99164-1035. **Employees registering without this form at the time of registration will be charged full tuition and will not qualify for the waiver for the current term.** The employee must obtain the instructor’s signature whenever the employee is enrolling to audit a class, adding a class after the fifth day of instruction, or adding a class with a time conflict. The employee must obtain the academic department chair’s signature when adding a class that is full.

Refer to **BUSINESS POLICIES AND PROCEDURES MANUAL (BPPM) 60.70** for complete employee instructions. The **WSU SCHEDULE OF CLASSES** and **CATALOG** provide policies and procedures for other tuition and fee waiver programs. See the Registrar’s Office website at: <http://www.registrar.wsu.edu/>.