



Registration and Records

The Evergreen State College - Olympia, Washington 98505
(360) 866-6180 - registration@evergreen.edu www.evergreen.edu/registration

It is the policy of The Evergreen State College to extend educational benefits to permanent State employees in the following manner:

- a. Permanent State employees may participate in this program as non-matriculated, non-degree seeking students. However, those wishing a degree must apply to and be admitted to the College according to the policies and procedures outlined in the College's current catalogs, e.g. application deadlines, application fee, etc.
- b. Permanent State employees shall begin registering on the second day of classes for Fall, Winter, and Spring Quarters.
- c. Participants in this program will be admitted to classes on a space available basis.
- d. Participants in this program shall not pay services and activities or health fees, shall not receive an identification card, and shall not be entitled to benefits afforded by programs funded by such fees.
- e. Participants in this program will be allowed to register for a maximum of six undergraduate credit hours per quarter (Fall, Winter, and Spring). Participants registering for more than six credit hours will be charged full tuition and fees for all credit hours.
- f. Participants in this program will pay a **non-refundable fee** of \$30 dollars per quarter (Fall, Winter and Spring Quarters) due at the time of registration.
- g. Permanent State employees must submit a 'Tuition Exemption Request Form' approved by their personnel department in order to be eligible for this benefit.
- h. Permanent State employees wishing to enroll in Evergreen's summer session must pay the regular tuition and fees established by the Board of Trustees. In other words, this benefit is not available in summer.
- i. Permanent State employees wishing to enroll in Extended Education courses taught during Fall, Winter, and Spring Quarters must pay the regular tuition and fees established by the Board of Trustees.
- j. Permanent State employees wishing to enroll in graduate courses must pay the regular tuition and fees established by the Board of Trustees.

NOTE: For further information, please contact the Registration and Records Office (360-866-6180) or the Admissions Office (360-867-6170).