

**Washington State Classified Employee's Tuition Exemption Request  
The Evergreen State College**

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Quarter \_\_\_\_\_ Year \_\_\_\_\_

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Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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Residence Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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Student # \_\_\_\_\_ Social Security # \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Name of Agency/Department \_\_\_\_\_

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Position title \_\_\_\_\_ How Long in the Position? Yrs \_\_\_\_\_ Mos \_\_\_\_\_

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I will take course work—circle one      To complete a degree      To enhance work skills      personal enrichment

I certify this employee is a permanent employee of the State of Washington and is eligible to enroll under the tuition exemption program. Please attach a business card and/or other means of verifying your position.

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PRINT Name of authorizing Person \_\_\_\_\_ Title \_\_\_\_\_

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Agency \_\_\_\_\_

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Agency Mailing Address \_\_\_\_\_ Signature of Authorizing Person \_\_\_\_\_

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City \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number including Area Code \_\_\_\_\_

**THIS REQUEST IS VALID FOR ONLY ONE QUARTER**

- I. ELIGIBILITY**  
Tuition Exemption: To be eligible for the tuition exemption program, an employee must be a permanent classified employee of a state agency and be certified by the agency as eligible for the exemption according to Chapter 88, Laws of 1990, 51<sup>st</sup> regular session.
- II. CREDIT LIMIT**  
Up to six (6) undergraduate quarter hours may be taken each quarter under the exemption program. Employees registering for more than six (6) credits will be charged full tuition for all credits.
- III. FEES**  
A nonrefundable registration fee of \$30 per quarter will be assessed each participant to cover the costs of program administration. In addition, participants will be charged for special course fees when applicable. Employees will also be expected to pay course add/drop fees and other fees as appropriate.
- IV. EXCLUSIONS**  
Tuition waivers cannot be used for self-supporting courses (including summer school and Extended Education). This tuition waiver is available during the fall, winter, and spring quarters. Employees enrolling under the tuition exemption program are not eligible to use certain services and facilities supported by service and activities fees, including library services and media loan, nor are employees eligible to purchase tickets to athletic or performing arts events at student rates. Employees do not receive a student ID card or validation sticker and are unable to receive student rates for services.
- V. REGISTRATION**  
a. Mail or turn in this completed request for tuition exemption to the Registrar's Office. Registration begins on the 2<sup>nd</sup> day of each quarter on a space-as-available basis as indicated by the faculty.  
b. No course which admits students on a space available basis shall be overenrolled or filled beyond pre-established class size limits.
- VI. CREDITS**  
Credits will be determined and posted to participant's transcripts in the same manner as regular tuition-paying students. Evaluations will be sent to students each term. Transcripts must be requested from the Registrar's Office.

I have read the guidelines above and understand the limitations of this tuition waiver. I hereby request a tuition exemption as a classified employee of the State of Washington.

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_