



Human Resource Services

TUITION AND FEE WAIVER / TUITION DISCOUNT FOR EVERGREEN EMPLOYEES INFORMATION AND INSTRUCTIONS SHEET

Instructions: Employees must complete the Tuition and Fee Waiver / Tuition Discount form for each quarter to verify eligibility to participate in either the Tuition and Fee Waiver Program or the Tuition Discount Program (please refer to program information below). Human Resource Services and the employee must sign the form before submitting it to Registration & Records. Employees must obtain their supervisor's approval to attend classes, scheduled programs and / or conferences with faculty during work hours. Please contact Human Resource Services with questions regarding program eligibility and Registration & Records for additional program information.

TUITION AND FEE WAIVER PROGRAM **(Taking up to a maximum of 8 credits)**

Eligibility: Employees must be at least half-time, permanent status employees as of the first day of the quarter.

Registration: Employees may register for a maximum of 8 credits on a space available basis.

- **If admitted as an Undergraduate or Graduate student**, the Employee can register during priority registration on the Web, yet must submit the Tuition and Fee Waiver form before tuition is due.
- **If not an admitted student**, the Employees will register on the first day of each quarter and be required to get a faculty signature on a Registration Add / Drop form to confirm space availability. The Tuition and Fee Waiver form and Registration Add / Drop forms must be submitted to **Registration & Records** during the registration period.
- **Fee:** Eligible employees will not pay tuition. Instead, they must pay a total of \$30.00 per quarter. To register, bring the receipt of tuition payment to Registration & Records along with the required forms. Employees may waive, in writing, the optional WASHPIRG fee.

TUITION DISCOUNT PROGRAM **(Matriculated student and taking 9-20 credits)**

Eligibility: Employees must be at least half-time, permanent status employees as of the first day of the quarter and be admitted to the college as an Undergraduate or Graduate student.

Registration: Employees may register for 9 to 20 credits. All registration policies and deadlines apply. Employees may register on the Web at their assigned registration time ticket or any time before the tuition due date each quarter. Employees must submit a completed Tuition Discount form to **Registration & Records** with a receipt of tuition payment by the payment deadline.

Tuition Discount: Employees will pay tuition at the rate of 50% of the normal tuition for the registered credits. Employees may waive, in writing, the optional WASHPIRG fee.

Financial Aid Recipients: Using the Tuition Discount Program may affect financial aid awards. Please contact the Financial Aid Office for additional information.



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**TUITION AND FEE WAIVER FORM / TUITION DISCOUNT FORM
FOR EVERGREEN EMPLOYEES**

PLEASE READ THE INSTRUCTION AND INFORMATION SHEET

Employee Name (please print above)		ID Number
Work Unit		Supervisor's Name (please print above)
%FTE	Hire Date (HRS)	Quarter
Check One:	<input type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate

Program / Course Name		# of Credits
Faculty Name (please print above)		
Program / Course Name		# of Credits
Faculty Name (please print above)		
Program / Course Name		# of Credits
Faculty Name (please print above)		

Signatures:	
Human Resource Services	Date
Employee	Date
Records and Registration	Date