

Washington State Employee Space-Available Waiver Request The Evergreen State College

Quarter _____ Year _____

Last Name _____ First Name _____ Middle Initial _____

Student ID Number _____ Date of Birth _____

Residence Street Address _____

City _____ State _____ Zip Code _____ Daytime Phone (with area code) _____

Agency, Department _____ Position Title _____

Eligible Employee Status: I am a permanent employee, employed half-time or more in one of the following classifications:

Washington State Employees in classified service under chapter 41.06 RCW.

Classified employees or exempt paraprofessional employees of a technical college; or a faculty member, counselor, librarian, exempt professional or administrative employee at institutions of higher education as defined in 28B.10.016.

Teacher or other certificated instructional staff employed at public common and vocational schools.

Classified staff member employed at a public common school, 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.

Section to be completed by employee's Human Resources Office

I certify this is an eligible employee according to the classification above to enroll under the State Employee Waiver program. Please attach a business card and/or other means of verifying your position.

PRINT Name of Authorizing Person _____ Agency _____

Signature of Authorizing Person _____ Agency Mailing Address _____

Title of Authorizing Person _____ Agency City _____ Zip Code _____

Telephone, including Area Code _____

THIS REQUEST IS VALID FOR ONLY ONE QUARTER

I. CREDIT LIMIT

Up to four (4) quarter hours in planned undergraduate curriculum or graduate level courses may be taken each quarter on a space available basis using this waiver program. Employees registering for more than four (4) credits will be charged full tuition for all credits.

II. FEES

A nonrefundable registration fee of \$100 per quarter will be assessed each participant to cover the costs of program administration. In addition, participants will be charged for special course and academic fees when applicable. Employees will also be expected to pay course add/drop fee and other fees as appropriate.

III. EXCLUSIONS

Tuition waivers cannot be used for self-supporting courses (including summer school). This tuition waiver is available during the fall, winter, and spring quarters. No new course sections will be created as a result of participant registration; individual learning contracts, internship contracts, and these are likewise excluded. Graduate program sections are excluded from this waiver; only graduate courses (electives and concentration courses) are eligible. 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.

IV. REGISTRATION

Mail or turn in this completed request for tuition exemption to the Registrar's Office no sooner than 2 weeks before the quarter begins and no later than the end of the 2nd week of the quarter. Registration begins on the 2nd day of each quarter on a space available basis, which means open space in the class with no existing waitlist. No course which admits students on a space available basis shall be overenrolled or filled beyond pre-established class size limits.

V. 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 waiver. I hereby request this waiver as an eligible public employee.

Student Signature _____

Date _____