

Washington State Employee Tuition Waiver Request

Eligibility & Regulations

Registration Requirements

- Participants may request registration starting the first day of the quarter (or the first day of class).
- Registration must be completed by Hawk Central or Student Records staff; participants may not register themselves.
- Only classes with available space are eligible; classes may not be overloaded.
- Participants may request registration through either of the following:
 - In person at [Hawk Central](#).
 - By emailing records@columbiabasin.edu.
- This form must be:
 - Completed each quarter and presented at the time of registration.
 - Signed no more than 14 days before the first day of the quarter.
- Participants must have a current admission application on file.
- Participants registering for class(es) prior to the first day of the quarter (or the first day of class), and/or registering without this form at the time of registration, will be charged full tuition and fees and WILL NOT qualify for the waiver for the current quarter.

Exclusions

- The Tuition Waiver may not be used for self-support, contract or community education courses. It is valid only for state-supported courses.

Fees

- Participants will pay a non-refundable registration fee of \$5 per quarter as well as all applicable course fees, lab fees, and other charges as appropriate.
- All fees must be paid at the time of registration.

Waiver Eligibility

To be eligible for the tuition waiver program, the participant must be employed as a permanent employee of the state of Washington working half-time or more and be certified by their employer as eligible for the tuition exemption according to RCW 28B.15.558.

The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area. The waivers available under this section shall also be available to classified staff employed at K-12 public schools when used for coursework relevant to the work assignment.

VALID FOR ONE QUARTER ONLY		Quarter and Year
Last Name	First Name	Student ID
Name of Agency/Department		Position Title
I acknowledge that registering for class(es) prior to the first day of the quarter (or the first day of class) and/or registering without this form at the time of registration, I will be charged full tuition and fees and WILL NOT qualify for the waiver for the current quarter.		
_____ Signature of Employee		_____ Date Signed
TO BE COMPLETED BY EMPLOYEE'S HUMAN RESOURCES DEPARTMENT NO MORE THAN 14 DAYS BEFORE THE FIRST DAY OF THE QUARTER		
Name and Title of Authorizing HR Person		Agency
Email Address		
I attest under penalty of perjury that this employee is a permanent employee of the state of Washington, working at least half-time and is eligible to enroll under the tuition waiver program according to RCW 28B.15.558.		
_____ Signature of Authorizing HR Person		_____ Date Signed

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