

I. 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.

II. Registration Eligibility

Participants may register no sooner than the first day of the quarter (or the first day of class) on a space-available basis and may not overload a class. Registration may only be done in person at Hawk Central or via email request to Student Records. This form must be completed each quarter and must be presented at the time of registration. *Participants registering for class(es) without this form at the time of registration, or prior to the first day of class, will be charged full fees and WILL NOT qualify for the waiver for the current quarter.*

III. Exclusions

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

IV. 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.

V. Grades

Grades will be posted to participant's CBC transcript.

VALID FOR ONE QUARTER ONLY		Quarter and Year	
Last Name	First Name	Middle Initial	
Home Address		City	State Zip
Student ID	Social Security Number (If applicable)	Date of Birth	Phone
Name of Agency/Department			
Position Title		How long in this position?	
I have read the eligibility requirements and hereby request a tuition exemption as a permanent employee of the state of Washington.			
_____ Signature of Employee		_____ Date Signed	
TO BE COMPLETED BY EMPLOYEE'S HUMAN RESOURCES DEPARTMENT			
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.			
PRINT Name of Authorizing HR Person		Agency	
Title		Agency Mailing Address	
Signature of Authorizing HR Person		City/State/Zip	
Date Signed		Phone Number	