Columbia Basin College

Tuition Waiver Request for Faculty/Classified/Exempt Staff

Name (LAST, First, M.I.)

Quarter				Year
☐ Fall	☐ Winter	☐ Spring	☐ Summer	

CBC Student ID Number	Work Telephone	Home Telephone

STATUS

___ CBC Faculty/Adjunct   ____ CBC Administrative/Professional   ____ CBC Classified Staff

___ State of WA Employee (not CBC)   ____ Washington National Guard   ___ Other (Identify)

Position Title: How long in this position:

Department Where Employed:

Number of Credits (Student is responsible for tuition in excess of 10 credits or 2 classes):

_____
Signature of Employee   Date

I approve and certify that this employee is employed half time or more under the conditions outlined in paragraphs 1 and 2 of the Eligibility Instructions section.

_____
Signature of Supervisor   Date

_____
Signature of Human Resources Verification   Date

Eligibility and Instructions:

1. The tuition waiver program is available to permanent classified, faculty, adjunct faculty or administrative employees of Columbia Basin College ("CBC" or the "College") who are employed half time or more. Faculty and professional staff must be employed half time or more on the first day of the quarter of enrollment.
2. Eligible employees must hold this status on the day the waiver form is approved and must be employed on the first day of the quarter for which the tuition waiver is granted.
3. Employees must be formally admitted to the College and assigned a student ID before registering. Admission application fees and deadlines apply and are non-refundable.
4. CBC employees are registered on a space available basis.
5. The form must be received by the Registration Office (Mail Stop H4) no sooner than one (1) working day after the first day of the quarter to allow for processing.
6. A $5.00 registration fee will be charged to you if you register in a course. This fee is non-refundable. Participants in the tuition waiver program will be charged the quarterly fees for any special course that may apply or laboratory fees and are due at the time of registration.
7. This form is valid for one (1) quarter only.
8. Self-support courses referred to in Chapter 131-28 WAC, Tuition and Fee Charges, are not covered. An employee wishing to participate in such an activity must pay the full fees.
9. Registration instructions are available on the CBC Home Page http://www.columbiabasin.edu/home/
10. After the Waiver Request is completed and signed, pay your $5.00 registration fee to the Cashier and then carry it to the campus Registration Office in the "H" Building.

CBC Employee Makeup Arrangements

Yes ☐   No ☐   The employee will attend this class during working hours and the employee has made arrangements to make up the work.

Yes ☐   No ☐   The employee will attend this class during nonworking hours. No makeup is necessary.

Yes ☐   No ☐   This class is related to the employee's current position and is considered part of the work assignment. No makeup is necessary.

Definition of "Job Related" Education

The Internal Revenue Service states that "job related" education must:
➢ Be required by your employer or the law to keep your present salary, status, or job (and serve a business purpose of your employer) OR
➢ Maintain or improve skills in your present job.

HOWEVER, even if your education meets one of the above requirements, it is NOT excludable if it:
➢ Is needed to meet the minimum educational requirements of your present trade or business OR
➢ Is part of a program of study that can qualify you for a new trade or business, even if you have no plans to enter that trade or business. (A change of duties is NOT a new trade or business if the new duties involve the same work you did in your old job)

Documentation of "Job Related" Education

Yes ☐   No ☐   My program of study is job related.

Describe the content of the course(s) you are taking this quarter if job related:

Describe how the knowledge learned in the above courses will improve or enhance your ability to perform your current job: