

Student Name _____
Last First Middle Initial

ctcLink ID Number _____ Birthdate ____ - ____ - ____ (MM-DD-YYYY)

→ Directions for the student:**1. Eligibility**

To determine waiver eligibility, consult [RCW 28B.15.588](#). Take this waiver form to your HR department to verify employment and eligibility. **This form must be signed no more than 30 days before the quarter starts.**

2. Registration

Do **not** register yourself for classes. On or after the first day of the quarter, you must obtain instructor permission on a space-available basis*. If you email** the instructor to ask for permission, you may forward their response, with this form attached, to registration@edmonds.edu. You may also print this form and the email out and submit them in-person to the Enrollment Services office, 1st floor LYN hall. Be aware that this waiver form must be completed each quarter.

*Space-available means that there must be a seat that would otherwise go unoccupied. If instructor's permission is obtained before the first day of the quarter, it'll be rejected and new permission must be obtained. **Please note: if you enroll or waitlist before the first day of the quarter, you can't use the tuition waiver. (Strictly enforced)**

**Make sure the email clearly mentions the exact class and its unique class number (e.g. "ENGL 101, class #12345"). You should also clarify that it's for a space-available tuition waiver.

3. Fees

If eligible, tuition cost is \$25 per quarter, plus all regular fees. Note that Community Education and other self-support courses are not eligible as they charge a fee instead of tuition, and therefore offer no discount.

→ Directions for the student's HR office: (Only authorized HR staff may fill in information below this line)

Please verify the above student's employment status (as outlined in RCW [28B.15.558](#)):

Employed: Full-time Half-time (20+ hrs/wk) Less than half-time (*not eligible*)

- ___(a) Permanent employee in classified service under chapter [41.06](#) RCW.
- ___(b) Permanent employee governed by chapter [41.56](#) RCW pursuant to the exercise of the option under *RCW [41.56.201](#).
- ___(c) Permanent classified employee or exempt paraprofessional employee of a technical college.
- ___(d) Faculty, counselor, librarian, or exempt professional or administrative employee at an institution of higher education as defined in RCW [28B.10.016](#).
- ___(e) Teacher or other certificated instructional staff employed at public common or vocational school, holding or seeking a valid endorsement and assignment in a state-identified shortage area. Clarify shortage area: _____
- ___(f) Classified staff employed at a K-12 public school when used for coursework relevant to the work assignment.
- ___(g) Other (*not eligible*)

I confirm under penalty of perjury that the above is accurate.

Print your name: _____ Your office/dept.: _____

Signature: _____ Agency name: _____

Date signed: _____ Address: _____

Your title: _____ City/State/Zip: _____

Email: _____ Phone: _____