COLLEGE

WA State Employee Tuition Waiver

Student Name			
	Last	First	Middle Initial
ctcLink ID Num	oer	Birthdate	(MM-DD-YYYY)

→ Directions for the student:

1. Eligibility

To determine waiver eligibility, consult <u>RCW 28B.15.588</u>. 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 <u>can't</u> 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 <u>fees</u>. 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 <u>HR staff</u> 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 <u>41.06</u> RCW.

- (b) Permanent employee governed by chapter <u>41.56</u> RCW pursuant to the exercise of the option under *RCW <u>41.56.201</u>.
- ____(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 <u>28B.10.016</u>.
- ____(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: