

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Washington State Employee/Public Higher Education Employee TUITION WAIVER FORM

Student identification number

Under P.L. 93-579, S7(a)(1), disclosure of a Social Security Number is voluntary. If you wish to use an alternate student identification number, it will be provided. The student identification number is used for retrieval of all records in the student management system database (registration, admissions, transcripts, enrollment verification).

Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

Job Title _____

State Agency of Employment _____

Enrolling at: SCC SFCC IEL Year _____ Quarter: Fall Winter Spring Summer

PLEASE NOTE: Completion of the class section below does not replace the registration form, nor does it automatically register you in the class(es) when received in the campus registration office.

List class(es) below:

| COLLEGE | ITEM NUMBER | DEPT/DIVISION and COURSE ID | COURSE TITLE | CREDITS | DAYS | TIME |
|---------|-------------|--------------------------------|--------------|---------|------|------|
| | | | | | | |
| | | | | | | |

Class eligibility verification/Registration Office _____ Date _____

TO BE COMPLETED BY THE EMPLOYEE'S PERSONNEL OFFICE

I verify that _____
Employee's name

• is employed with _____
State agency or institution of higher education

• holds the position of _____
Title / Classification

• and is a permanent state employee, employed one-half time or more.

Name of Personnel Officer or Agency Representative _____
Please print

Title _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Signature _____ Date _____

Washington State Employee/Public Higher Education Employee Tuition Waiver

Policies and Procedures

Authority: Chapter 28B.15.558 RCW grants Community Colleges of Spokane (CCS) the authority to waive all or a portion of tuition and services and activities fees for Washington state agency employees and higher education employees employed one-half time or more. Questions regarding the CCS policies and procedures for this waiver program should be directed to the college registrar. Detailed procedures are available on the CCS internet at http://www.ccs.spokane.edu/Business_Office/Tuition_Fees/Default.aspx

State Agency/Public Higher Education Employee Eligibility: Employees of state agencies employed one-half time or more as nonprobationary classified employees are eligible for the waiver. (K-12 employees are not state employees for this purpose.) Employees of public higher education institutions employed one-half time or more as faculty, counselors, librarians, exempt professional, administrative and nonprobationary classified employees are eligible for the waiver.

Waiver Eligibility: Waivers are granted on a space-available basis only. Waiver enrollments are noncounting and do not increase the number of state supported full-time equivalent students.

Space Availability: Class space availability is determined on the third weekday of the academic quarter for classes that follow the regular college academic calendar. Space availability is determined on the third day of the course for short courses and for courses starting prior to the first day of the regular academic quarter. No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students requesting the waiver. CCS employees interested in this waiver will not be allowed to create a space by initially enrolling and paying regular tuition and course fees and then withdrawing in order to participate in the waiver program.

Eligible Classes: The space-available waiver can only be used for state-support credit classes.

Excluded Courses: Courses excluded from use of the tuition waiver option are self-support courses, contract courses, WAOL courses, special admission courses, independent study and internship courses, ungraded courses (refer to waivers specific to ungraded courses), or any other course where the maximum class size may vary with enrollment or instructional costs are determined based on enrollment in the course. Eligibility for telecourses is dependent on the base class capacity.

Enrollment: Individual admission to the college including payment of the one-time application fee must be completed prior to registering for a course.

Credit Limit: There is a six (6) credit limit per quarter. The waiver is by the class only. The approved waiver must cover the assigned credits for the class. An individual cannot register for a class using a combination of the waiver and as a regular fee paying student.

Fees: Waiver fee, applicable lab and course fees, and other approved fees are due at the time of registration. Refunds are processed according to the established CCS tuition and fee refund schedule. Fees are subject to change and are assessed according to the official CCS tuition and fee schedule.

Registration Procedures

1. Obtain the Washington State Employee/Public Higher Education Employee Tuition Waiver Form (available on the CCS internet at <http://www.ccs.spokane.edu/Forms/default.aspx> listed under Tuition Waiver Forms).
2. Complete the form and obtain the required signatures prior to attending class.
3. Attendance in class during the first three days of the quarter is allowed by permission of the instructor. **Attendance beyond the third day without completing the registration process is not allowed.**
4. Take the completed waiver form to the college registration office after 1pm on the 3rd weekday of the quarter (based on the college academic calendar). If space is available in the class, you will be asked to complete the required admissions/registration forms and your enrollment request will be processed.
5. After registering, proceed to the cashier's office and pay all required fees. Required fees may also be paid via the college web site (<http://www.scc.spokane.edu> or <http://www.spokanefalls.edu>). Please note that parking permits are required for parking on-campus (day and evening). Parking permits are \$12 per quarter, payable at the cashier's office. Your vehicle license plate number is required to purchase a permit.