

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.



CCS Employee TUITION WAIVER FORM

Student identification number

The student (employee) identification number is used for retrieval of all records in the student management system database.

Employee's full name _____

I am employed 50 percent or more at CCS as: Administrator Full-time Faculty Permanent Classified Professional/Confidential Exempt Adjunct Faculty

Campus: 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 does not interfere with assigned work schedule
- Request release time (Release time must be job related and approved as part of a formal remediation plan.)
- Request reassigned time

Justification (for release time or reassigned time): _____

Plan for covering work station during employee's absence: _____

Approved— Immediate supervisor (nonfaculty only) _____ Date _____

Approved— Administrator (nonfaculty only) _____ Date _____

Employee's signature _____ Date _____

Employee eligibility verification/Human Resources Office _____ Date _____

Class eligibility verification/Registration Office _____ Date _____

CCS Employee Tuition Waiver Policies and Procedures

Authority: Chapter 28B.15.558 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558>) grants Community Colleges of Spokane (CCS) the authority to waive all or a portion of tuition and services and activities fees for CCS employees employed one-half time or more. Questions regarding the CCS policies and procedures should be directed to the college registrar.

Employee Eligibility: Eligible CCS employees working one-half time or more include administrative, professional exempt, confidential exempt, annually contracted academic employees, adjunct faculty and nonprobationary classified employees.

Waiver Eligibility: Waivers are granted on a space-available basis only. Waiver enrollments are non-counting 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 and CCS online courses is dependent on the base class capacity.

Enrollment: Prior to registering for a course, employees must complete the normal college admission requirements including payment of the one-time application fee.

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. Exceptions to the six (6) credit limit may be granted by the college president, IEL CEO or the chancellor for eligible faculty and other CCS employees when an employee needs this exception to meet degree or other requirements. 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. Complete the CCS Employee Tuition Waiver Form (available on the CCS internet) at <http://www.ccs.spokane.edu/files/forms/District/ccs40130.pdf>
2. Approximately two weeks prior to the beginning of the quarter complete the waiver form and obtain the required signatures. Submit the form to the Human Resources Office, MS 1004 to obtain the employee eligibility verification signature. The Human Resources Office will forward approved forms to the admissions/registration office.
3. Attendance in class during the first three days of the quarter is allowed by permission of the instructor. If space is available in the class, register on the third day of the quarter at 8:30 a.m. in the admissions/registration office. Attendance beyond the third day is not allowed unless the employee has registered for the class. COURSE OVERLOADS ARE NOT ALLOWED.
4. After registering, pay all required fees at the college cashier's office or via the college web site (<http://www.scc.spokane.edu> or <http://www.spokanefalls.edu>).