

TUITION FEE WAIVER REQUEST**WASHINGTON STATE UNIVERSITY
REGISTRAR'S OFFICE**

WSU1082-CONTR057-0507

You must be admitted to WSU to obtain the fee waiver. Faculty, staff, and state employees bring this completed form, including all required signatures, to the Registrar's Office on the first day of class. See 60.70.

NAME: Last, First, Middle Initial			WSU ID NUMBER		WORK TELEPHONE NUMBER	
RESIDENCE ADDRESS			EMPLOYING DEPARTMENT (WSU EMPLOYEES ONLY)			
			POSITION TITLE (STATE OF WASHINGTON EMPLOYEES ONLY)			
CITY	STATE	ZIP	HOME TELEPHONE NUMBER	TERM	YEAR	
					<input type="checkbox"/> Fall <input type="checkbox"/> Spring	

STATUS

- WSU Faculty State of Washington Employee (not WSU)
 WSU Administrative/Prof Washington National Guard
 WSU Classified Staff Other (Identify)

CAMPUS LOCATION

- WSU Pullman WSU Vancouver
 WSU Spokane Other (Identify)
 WSU Tri-Cities

WSU EMPLOYEE MAKEUP ARRANGEMENTS

- The employee will attend this class during working hours and the employee has made arrangements to make up work.
 The employee will attend this class during nonworking hours. No makeup is necessary.
 This class is related to the employee's current position and is considered part of the work assignment. No makeup is necessary.

COURSE REQUESTS - Indicate courses below to request enrollment.							
Course Prefix / Course No.	Sec. No.	Credit Hours	Course Title	Meeting Times	Audit	Instructor Signature* Required for enrollment after 5th day, audit, or if time conflict	Department Chair Signature Required for enrollment in impacted class

*EXCEPTION: For certain courses at WSU Vancouver, obtain signature from the academic department, rather than the instructor. See WSU Vancouver Student Services for more information.

Enrollees under the WSU Tuition Fee Waiver Program are registered on a space-available basis. Once you have secured all required signatures on this form and paid the **nonrefundable \$5.00 application fee**, present this form in person to the Office of the Registrar. Any other special course fees or laboratory fees (if applicable) are due by the second Friday of classes.

SIGNATURE OF STUDENT

ELIGIBILITY CERTIFICATION**WSU Employee**

I certify that the indicated employee has the department's permission to enroll under the tuition exemption program for WSU employees in accordance with the work makeup arrangements shown above.

EMPLOYEE'S DEPARTMENT HEAD/CHAIR SIGNATURE	DATE
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Human Resource Services

I certify that the indicated employee is eligible to enroll under the tuition exemption program for WSU employees.

WSU HRS SIGNATURE	DATE
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State of Washington Employee (not WSU)

I certify that the above individual is an employee of a state of Washington agency or institution of higher education and is employed half-time or greater, holds permanent status and is therefore eligible to enroll under the tuition exemption program for state of Washington employees.

AGENCY HUMAN RESOURCE SIGNATURE	TITLE	DATE	TELEPHONE
STATE AGENCY NAME		AGENCY MAILING ADDRESS	

After obtaining applicable signatures, carry the completed form to the campus registrar's office.

WSU REGISTRAR'S OFFICE SIGNATURE	DATE
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WSU FEE WAIVER PROGRAM

ELIGIBLE INDIVIDUALS

The following WSU employees are eligible for the fee waiver:

- Civil service employees holding half-time or greater appointments and having permanent status by the tenth day of class for fall and spring semesters.
- Civil service employees on trial service appointments meeting the above criteria.
- Faculty and administrative/professional employees holding half-time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as civil service employees unless otherwise defined by the terms of the applicable bargaining unit contracts.

The following individuals are eligible for the fee waiver on a space available basis.

- ROTC faculty and staff employed at WSU locations who meet WSU employee eligibility requirements above.
- Employees of other state of Washington agencies or higher education institutions meeting the WSU employee eligibility requirements above.

NONELIGIBLE INDIVIDUALS — The following are not eligible for the fee waiver:

- Individuals who are not employed by Washington State University other than those listed above under “Eligible Individuals.”
- WSU adjunct appointment holders.
- Retired employees. (Such individuals may be eligible for the Senior Citizen Fee Waiver program. Contact the Registrar's Office for more information.)
- Hourly employees.
- Students, including assistants, associates, or others holding positions with student status.
- Probationary civil service and collective bargaining unit employees who do not complete probation prior to the deadlines indicated above under "Eligibility."

ENROLLMENT LIMIT — Employees may enroll for up to six semester hours each semester, fall and spring. These hours may be any combination of credit and audit hours. Employees enrolling for more than the hour limit are not eligible for the tuition waiver program.

CHARGES — Employees enrolled in the fee waiver program pay a \$5.00 nonrefundable application fee plus any special course fees, laboratory fees, or late registration fees. Fees must be paid by the second Friday of classes to avoid late payment fees.

STUDENT BENEFITS — Employees enrolled under the fee waiver program are not entitled to student benefits. WSU student identification cards are not be issued or validated.

COURSE EXCEPTIONS — The following classes are not covered under the fee waiver program: **internships, tutorials, private lessons, practicums, distance degree program classes, self-sustaining courses, flexible enrollment courses (e.g., correspondence courses), independent study** including courses numbered 499, 600, 700, 702, and 800.

APPROVAL — Individuals must obtain the approval and original signature (no stamps) as indicated on the form front prior to submittal. NOTE: For WSU employees, Human Resource Services does not sign the form until makeup arrangements are indicated and the head of the employing department has signed the form. HRS begins signing fee waiver requests no sooner than one week prior to the start of the semester.

ADMISSION — Employees must be admitted to WSU to receive University credit. Students not enrolled the previous two semesters must apply for admission. Contact the Office of Admissions or the Graduate School for admission information.

REGISTRATION — Turn in the completed Tuition Fee Waiver Request to the applicable WSU registrar's office on or after the first day of instruction, but before the end of the fourth week of the term: WSU Spokane Student Affairs - Academic Center 130, Spokane, WA 99210-1495; WSU Tri-Cities Admissions/Registration - 2710 University Drive, Richland, WA, 99352-1643; WSU Vancouver Student Services - 14204 NE Salmon Creek Ave., Vancouver, WA 98686; WSU Pullman - French Administration 346, Pullman, WA 99164-1035. Employees registering without this form at the time of registration will be charged full fees and will not qualify for the waiver for the current term. The employee is to ensure that the instructor notes if the course is to be audited by checking the audit column. The employee must obtain the instructor's signature whenever the employee is auditing a class, entering a class after the fifth day of instruction, or entering a course with a time conflict. The employee must obtain the academic department chair's signature when entering an impacted class.

Refer to the WSU SCHEDULE OF CLASSES and the BUSINESS POLICIES AND PROCEDURES MANUAL 60.70 for complete employee instructions. The WSU SCHEDULE OF CLASSES and CATALOG provide policies and procedures for other fee waiver programs and are available at the Registrar's Office or from the Registrar's Office website at: <http://www.registrar.wsu.edu/>.