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State of Washington

Employee Tuition Exemption Request

Student ID #		Quarter/Year		
Last Name		First Name	Middle	
Residence Address		City	Zip	
Date of Birth	Evening Phone <i>(including area code)</i>		Daytime Phone <i>(including area code)</i>	
Position Title	How long in this position? Years Months	I will take course work: <input type="checkbox"/> to complete a degree <input type="checkbox"/> to enhance work skills <input type="checkbox"/> for personal enrichment <input type="checkbox"/> requesting class for salary schedule placement		
I have read the Guidelines and hereby request a tuition exemption as a classified/permanent employee of the State of Washington. <i>(See the reverse side for Guidelines.)</i>				
Signature of Employee		Date		
Proposed Schedule				
Item No.	Dept.	Course No.	Course Title	Credits
I certify that this employee is a full-time/part-time permanent employee of the State of Washington and is eligible to enroll under the tuition exemption program. Must be signed by Human Resource Officer or Commanding Officer. <i>(See reverse side of eligibility information.)</i>				
Print Name of Authorizing Person		Agency		
Title		Agency Mailing Address		
Signature of Authorizing Person		City		Zip
		Telephone Number <i>(including area code)</i>		

For GRCC Office Use Only

Processed By:	Date:
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State of Washington

Employee Tuition Exemption Request Guidelines

Eligibility:

- A. **Space Available** basis only.
- B. **Classified/Permanent State Employees** working 22.5 hours or more per week and receiving benefits must first apply to and be admitted by the institution of their choice. Applicants should request an admission application form from the institution and submit it before the beginning of the first quarter they plan to attend.
- C. **Tuition Exemption:** To be eligible for the tuition exemption program, an employee must be a full-time/part-time permanent employee of a state agency and be certified as eligible for the exemption according to chapter 88, Laws of 1990, 51st regular session.
- D. **GRCC Permanent Staff** working 22.5 hours per week and receiving benefits.
- E. **GRCC Full and Part-Time Faculty** currently employed are eligible. (Part-time is at least 50% for current quarter.)
- F. **Eligibility must be verified by Human Resource Department or Commanding Officer.**

Registration Procedures:

- A. Complete an application for admission for the first quarter of attendance.
- B. Complete the reverse side of this form.
- C. Register between the 4th and 10th day of the quarter.
- D. Complete the "Registration & Change of Schedule" form, instructor's signature is required.

Fees:

- A. A registration fee will be charged per course, per quarter to cover the costs of the program administration. Fee is published in the quarterly class schedule.
- B. Participants will be charged any classroom fees as published in the quarterly class schedule.

All fees are to be paid at the time of registration. Failure to pay will result in removal from classes without prior notification.