WA State Employee Tuition Waiver

Student Name
Last
First
Middle Initial

Student ID Number
Birthdate (MM-DD-YYYY)

Directions for the student:

1. Eligibility
To determine waiver eligibility, consult RCW 28B.15.588. 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
You may register on or after the first day of the quarter on a space-available basis*. This waiver form must be completed each quarter and accompanied by a Registration form with instructor's permission (either the instructor's signature next to the class or an attached email). Completed forms may be submitted to the Enrollment Services office, 1st floor LYN hall.

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 can't use the tuition waiver. (Strictly enforced)

3. Fees
If eligible, tuition cost is $25 per quarter, plus all regular fees. 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 HR staff 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 41.06 RCW.
☐ (b) Permanent employee governed by chapter 41.56 RCW pursuant to the exercise of the option under *RCW 41.56.201.
☐ (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 28B.10.016.
☐ (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: _______________________________

www.edcc.edu/es/forms.html
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