

# WASHINGTON STATE TUITION EXEMPTION REQUEST

<p><b>New and returning students—please indicate on your Admission Application form that you are applying under this exemption program.</b></p> <p><b>THIS REQUEST IS VALID ONLY FOR ONE QUARTER.</b></p> <p>1. Please type or print in ink. 2. Sign and date the application. 3. Submit or fax your request no later than two weeks prior to the first day of the quarter to: <b>UWB Office of the Registrar, Summit Hall Box 358501 10909 NE 185th St. Bothell, WA 98011-8246 FAX: (425) 352-5455 Email: <a href="mailto:uwbreg@uw.edu">uwbreg@uw.edu</a></b></p>	Legal Name of Student (Last) (First) (M.I.) (Jr.,etc.)			
	Address of Student (Street) (Apt.)			
	(City)		(State)	(Zip)
	Student Number	Daytime Phone	Date of Birth (Mo./Dy./Yr.)	
	Name of Agency/Department/Institution of Higher Education			
Position Title			How long in this position? (Yrs./Mos.)	
E-Mail Address				
Signature of Applicant:			Date:	

**CLASSIFICATION**

I have read and accept the Guidelines on the reverse side and hereby request tuition exemption as: (Check all that apply.)

<input type="checkbox"/> Classified	<input type="checkbox"/> Half-time or more	<input type="checkbox"/> Faculty
<input type="checkbox"/> Non-academic employee	<input type="checkbox"/> Contract	<input type="checkbox"/> Instructional Staff
<input type="checkbox"/> K-12 Instructor		

For which quarter and year are you applying?  
(Check one quarter only and write in the year.)

Autumn  Winter  Spring  Summer Year:

I will take course work  to complete a degree  to enhance work skills  for personal enrichment

Name of Authorizing Person (Please Print)		Job Title	
<input type="text"/>		<input type="text"/>	
Agency		Phone Number	
<input type="text"/>		<input type="text"/>	
Agency's Mailing Address (Street)		(City) (State) (Zip)	
<input type="text"/>		<input type="text"/>	

**Authorizer Email Address:**

Under the guidelines listed on the reverse side of this form, I certify this person is eligible to enroll using the tuition exemption program.

Signature of Authorizing Person: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTIONS ON REVERSE >>>>>>

## GUIDELINES

### SPACE-AVAILABLE TUITION-EXEMPTION PROGRAM FOR STATE OF WASHINGTON EMPLOYEES

#### ELIGIBILITY

Eligible State of Washington employees may receive a tuition-exemption for up to six credits each quarter provided they register on a space-available basis. Eligible state employees who register for more than six credits will receive the tuition waiver for the first six credits but will be charged regular tuition for the additional credits.

Space-availability applies to degree programs as well as courses, and fully enrolled programs may choose not to accept or enroll students using the tuition-exemption.

Eligible state employees and must be:

- Non-University of Washington permanent classified or contract state employees employed half-time or more,
- Permanent classified and exempt paraprofessional employees of technical colleges employed half-time or more,
- Nonacademic employees and members of the faculties and instructional staff employed half-time or more at state institutions of higher education other than the University of Washington, or
- K-12 Instructors

Eligible state employees must hold this status on the day the exemption form is approved, and must be in that status on the first day of the quarter for which the tuition exemption is granted.

The University's tuition-exemption program does not cover English 100, 101, 102, Math 098, UW Distance Learning courses offered through the Professional & Continuing Education Office (UWPCE), graduate-level independent study courses numbered 600, 700, and 800, or any self-sustaining/fee based courses. Other exclusions are independent study, thesis, dissertation, research, internships, tutorials, private lessons, or practicums. In addition, certain state funded courses or programs may be excluded from the tuition exemption program on the basis of academic or fiscal considerations.

With the instructor's permission, state employees planning to register on a space-available basis may begin attending classes the first day of the quarter if space is available. Registration, however, will not be permitted until the assigned space-available registration day, which is the fourth day of the quarter.

#### ADMISSION

State employees may either apply for admission or be accepted to a University Program or apply for admission as a nonmatriculated tuition exemption student. Applications for new undergraduate students, undergraduate students returning to the university in the same classification, or nonmatriculated students are filed with the UWB Office of Admissions.

Applications for new graduate students are filed online through the Office of Graduate Admissions. Please indicate on your application that you are applying for this exemption program. All application deadlines must be met and application fees paid.

#### REGISTRATION

A quarterly Tuition Exemption Application is submitted to the UWB Office of the Registrar, Husky Hall Welcome Center, BOX 358500, request no later than two weeks prior to the first day of the quarter. Participating employees may not register for any course prior to their assigned space-available registration day or the exemption will be canceled or not accepted. Registration instructions are available on the UWB Registration Page under Tuition Exemption Program <http://www.uwb.edu/registration/exempt>. Students register on MyUW.

Nonmatriculated students admitted to enroll on a space-available, tuition-exempt basis, may register for classes only when using the exemption and only after the exemption request form has been submitted. Matriculated students desiring a higher registration priority to facilitate course enrollment are permitted to register without the exemption, but full tuition and fees will be charged.

State employees registering after the first week of the quarter must pay a late fee. No course adds are accepted after the third week of the quarter. All registration deadlines apply.

If an employee registers for courses but then withdraws after the first week of the quarter the exemption is **cancelled** and the employee is **responsible** for paying regular tuition rates.

#### FEES

State employees are billed a quarterly \$30 registration fee if they register for a course. This fee is nonrefundable even if the student withdraws during the first week of the quarter. Matriculated state employees registering before the assigned tuition-exemption registration date will not be permitted to convert to the tuition-exemption program and will be required to pay regular tuition for all registered credits. Participants in the tuition-exemption program will be charged the quarterly Technology Fee and any special course fees that may apply.

Tuition-exempt students are not entitled to student services funded by the Services and Activities Fee, such as the Activities and Recreation Center (ARC), nor are they eligible to purchase tickets to athletic or performing arts events at student rates. Participating Washington State employees may obtain ID cards for library services and a U-PASS in person at the UWB Cashier's Office, Husky Hall Room 1151.

#### GRADES

Grades will be determined and posted to transcripts in the same manner as regular tuition students. Transcripts must be requested from MyUW or from the UWB office of the Registrar. Grades are available on MyUW.