



LAKE WASHINGTON TECHNICAL COLLEGE

Washington State Employee Tuition Waiver (Space-Available)

Section 1 To be completed by eligible state employees. (See reverse for eligibility and registration information.)

Student Number	Last Name	First Name	MI
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Address	Apt #	City	State	Zip
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Daytime Phone	Evening Phone	Date of Birth (MM/DD/YY)
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Name of Agency/Department/Institution of Higher Education	Position Title
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How long in this position? (Yrs/Mos)	E-Mail Address
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For which quarter and year are you applying?
Please check only one quarter and write in the year. Fall Winter Spring Summer Year: _____

I have read the eligibility and registration instructions on the reverse side. By signing affirm that I meet the eligibility requirements and agree to the registration instructions.	Signature	Date
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Section 2 To be completed by employee's supervisor or personnel office. (See reverse for eligibility information.)

Name (Please Print)	Job Title
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Name of Agency/Department/Institution of Higher Education	Phone Number
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Address of Agency/Department/Institution of Higher Education	City	State	Zip
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Please check the appropriate box.

I certify the person listed above is an eligible employee employed halftime or more.

I certify the person listed above is an eligible K-12 teacher or other certificated instructional staff holding or seeking a valid endorsement and assignment in the state-identified shortage area of _____.

Under the eligibility requirements listed on the reverse side, I certify that the person listed above is eligible to enroll using the state tuition waiver

Signature	Date
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Eligibility requirements and registration instructions on reverse.

Eligibility Requirements and Registration Information Washington State Employee Tuition Waiver (Space-Available)

Eligibility

Lake Washington Technical College will waive tuition, services and activities fees for Washington State Employees employed half-time or more. This waiver is also available to teachers and other certified instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area. Students will be enrolled on a space available basis.

Registration Instructions

The Washington State Employee Tuition Waiver is applied on a space-available basis. As such students, students using this waiver will not be allowed to register for classes until after the third day of the quarter. Failure to comply with the instructions listed below will result in the student being responsible for full payment at the full per-credit tuition rate.

On the first day of the quarter we suggest the following:

- Go to the class of your choice on the first day of instruction. Let the instructor know that you are hoping to register as a Washington State employee under the space-available tuition waiver program. Ask the instructor if s/he feels that space "may" be available and, if so, request permission to visit the class until you can officially register (see "When to Register" below).
- On the day you are permitted to register, have the instructor sign your Registration Form, giving you permission to enroll in the class, space permitting.
- Submit the Registration Form and the Washington State Employee Tuition Waiver Form to Enrollment Services (W201) to complete the registration process. Tuition payment is due at the time of registration.

When to Register

Eligible students using the Washington State Employees Tuition Waiver may register between the 4th and 10th instructional day of the quarter. The supervisor or personnel representative of the employee must complete the Washington State Employee Tuition Waiver form.

Registration Prior to the Above Dates

Students who register prior to the 4th day or after the 10th day of the quarter forfeit their ability to use this waiver and will be responsible for full payment at the regular per credit tuition rate.

Please note:

- **The following are not eligible for space-available waivers:**
 - **Programs: Bachelor of Technology in Applied Design, Dental Hygiene, Nursing , Occupational Therapy Assistant, and Physical Therapist Assistant**
 - **Courses: Continuing Education, Fitness 100, and Fitness 105**
- **A new Washington State Employee Tuition Waiver form must be completed each quarter that the waiver is used.**