

**LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BASIC SKILLS WAIVER REQUEST FORM – 2015/2016**

SUBMIT THIS FORM TO ENROLLMENT SERVICES.

You must complete the following request to be eligible for a waiver of the \$25.00 quarterly tuition fee for ABE, ESL, AHSE and GED courses. A waiver must be submitted for **each** quarter.

Last Name

First Name

Student Identification Number

Date of Birth (mm/dd/yy)

You must have at least **ONE** of the following items and you will be asked to present a copy for review. All information is kept completely confidential.

- QUEST Card: Food Stamp Debit Card
- Washington State Medical Coupon
- Basic Health Plan Card such as Community Health Plan Card
- DSHS WorkFirst Individual Responsibility Plan
- Employment Security Benefits Statement
- HUD Housing Award Letter
- WIC Coupon
- DSHS General Approval Cash/Food Letter
- Working Connections Child Care (WCCC) Award/Change Letter
- Letter requesting waiver (on letterhead) from a community-based or faith-based organization ex. refugee center, mission, Salvation Army, etc.
- SSI program notifications
- General Assistance Unemployment Notice
- Referral letters from domestic violence shelters, transitional homes, DVR, etc.
- Free or reduced lunch documentation
- REFUGEE – I-94 or passport checked by LWTech (date and initials)_____

I request a waiver of the \$25.00 Basic Skills tuition for the following quarter:

____ Fall ____ Winter ____ Spring ____ Summer

I certify that the information above is true and correct. I understand I must notify Enrollment Services if there is a change in my waiver status. My waiver must be received at least 4 weeks before the end of this quarter.

Signature

Date

If you need more information, please contact:

For Registration and Waivers - Enrollment Services (425)739-8104, West Building, W201

For Payments - Cashier Office (425) 739-8100, West Building, room W201F

For office use only

Registrar		SM5003 (EW) updated - Comments:
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	
Signature _____ Date _____		