

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 _____

Address: _____ Apt # _____

City _____ State: _____ Zip Code _____

Name of Agency/Department/Institution of Higher Education _____

Position Title _____

How long in this position? (Yrs/Mos) _____ E-mail Address _____

For which quarter and year are you applying? Fall Winter Spring Summer

Please check only one quarter and write in the year.

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 _____

Section 2

To be completed by employee's supervisor or personnel office. (See reverse for eligibility information.)

Name (Please Print) _____ Job Title _____

Name of Agency/Department/Institution of Higher Education: _____

Phone Number _____

Address: _____

City _____ State: _____ Zip Code _____

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 _____

Eligibility requirements and registration instructions on reverse.

Eligibility Requirements and Registration Information

Washington State Employee Tuition Waiver (Space-Available)

Eligibility

Lake Washington Institute of Technology will waive tuition, services and activities fees for permanent Washington State Employees employed half-time or more on a space available basis. This waiver also applies 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. For more information please refer to RCW 28B.15.558.

Registration Instructions

LWTech applies the Washington State Employee Tuition Waiver on a space-available basis. Students using this waiver may not register for classes until after the third day of the quarter. Failure to comply with the instructions listed below will result in student responsibility for full payment at the published per-credit tuition rate.

The student must:

- Attend class on the first day of instruction.
- Alert the instructor that he or she hopes to register as a Washington State employee under the space-available tuition waiver program.
- Ask the instructor if he or she feels that space "may" be available and, if so, request permission to visit the class until able to officially register.
- Between the 4th and 10th instructional day of the quarter, ask the instructor to sign a Registration Form giving permission to enroll in the class, space permitting.
- Complete the Washington State Employee Tuition Waiver form. Please note, the supervisor or personnel representative of the employee must complete part of this form.
- Submit the Registration Form and the Washington State Employee Tuition Waiver Form to Enrollment Services (W201) to complete the registration process.
- Pay tuition at the time of registration.

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 must pay the regular per credit tuition rate.

Please note:

- Students may not use space-available waivers for the following programs:
 - Programs: Dental Hygiene, Nursing, Physical Therapist Assistant, and Sewing
- Student must complete a new Washington State Employee Tuition Waiver form each quarter.