

## **PROCEDURES FOR PERMANENT STATE OF WASHINGTON EMPLOYEES EMPLOYED 50% OR MORE, REGISTERING ON A SPACE-AVAILABLE BASIS TUITION WAIVER**

Official registration for Washington State employees employed 50% or more is on a space-available basis as described below. On the first meeting of the class, we suggest you do the following:

1. 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).
2. On the day you are permitted to register, have the instructor sign your enrollment form, giving you permission to enroll in the class, if there is space permitting.
3. Submit the Enrollment Form and the Certification of Employment Form to the Registration Office to complete the registration process. Tuition payment is due at the time of registration.

Under this tuition waiver program, there is a **\$20.00** processing fee charged each quarter and you are limited to 6 credits. Credits over 6 will be charged at the regular tuition rate. Any additional charges such as parking, computer access, books, supplies, etc. will be the student’s responsibility.

### **WHEN TO REGISTER**

- All Washington State employees, employed 50% or more may register between the 6<sup>th</sup> and 10<sup>th</sup> (5<sup>th</sup> and 8<sup>th</sup> for the summer) instructional day of the quarter. The supervisor or personnel representative of the employee must complete the Certification of Employment Form.

### **REGISTRATION PRIOR TO THE ABOVE DATES**

- Any registration prior to these dates will require full payment at the regular per credit tuition rate. The State Employee Waiver cannot be applied.

**Please note the following stipulations:**

- **Employees in the K-12 systems are eligible for the WA State Employee Waiver with verification that they are teachers or certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.**
- **A new Certification of Employment Form must be presented each quarter.**

## SEATTLE COLLEGES

North Seattle-Seattle Central-South Seattle-Seattle Vocational Institute

### EMPLOYEE SPACE-AVAILABLE TUITION WAIVER PROGRAM

#### Certification of Employment Form

To Be Completed by Eligible State Employees Working at Least 50%	
Employee Name:	Student ID #
Address City State Zip:	
Name of State Agency, College or University:	
Job Title/Business Phone:	
<p style="text-align: center;">TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR OR PERSONNEL OFFICE</p> <p>I verify that _____ is an Employee Name eligible state employee employed halftime or more with _____ Agency Name and holds the position of _____ Title</p> <p>If the student is a K-12 employee: I verify that the employee is a teacher or other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in the state identified shortage area of : _____</p> <p>For a current list of the state identified shortage area click or go to the following link:</p> <p style="text-align: center;"><a href="http://www.sbctc.ctc.edu/college/finance/stateemployeeattachment.pdf">http://www.sbctc.ctc.edu/college/finance/stateemployeeattachment.pdf</a></p>	
Name of Supervisor or Personnel Officer:	
Address City State Zip:	
Phone (Area Code):	
Signature of Supervisor or Personnel Officer:	
Date:	
Signature of Employee:	Date: