EvCC3240P: TUITION WAIVER PROCEDURE (EMPLOYEES)
Original Date: September 12, 2007
Revision Date: March 4, 2014
Policy Contact: Vice President of Administrative Services

Employees of the College and other state agencies may receive tuition waivers/discounts as described in this procedure.

**Eligible Employees**
Employees who are employed half-time or more in one of these categories:

1. Everett Community College Employees:
   - Classified with permanent status
   - Administrative/Exempt
   - Full time Faculty
   - Part time Faculty with contract load of 50% or more for two consecutive quarters
2. Employees of the State of Washington with permanent status
3. Certain K-12 public school employees (see K-12 notes)

**Cost of Attending Classes**

1. EvCC employees: Pay $5.30 per class plus the entire cost of books and fees. These costs can possibly be covered by your department’s professional development budget (ask your supervisor). If payment or reimbursement is not available through your department budget, you may also apply for staff training funds. Forms are available in the Human Resources Office.
2. State and K-12 employees: 75% of tuition is waived – you pay 25% of tuition, plus the entire cost of books and fees

**Selection of Classes**

*Eligible for Waiver:*
Regular tuition classes are eligible
EvCC employees only: Contact Corporate and Continuing Education for information on the employee discount for Continuing Education classes

*Not Eligible for Waiver:*
Classes identified as “self-support” are not eligible
Continuing Education, special projects, and community service are not eligible
Other courses where the College is responsible for unique costs based on enrollment are not eligible

**Space Available**

Tuition waiver is granted only if space is available in the class. You may register on the 1st day of class. However, if it is determined that space is not available (typically the 3rd day of class), you would need to get instructor permission to continue in the class. If you register before this date (including being placed on a wait list), you will be disqualified from using the tuition waiver program for that class.
Application Process
1. Verify your eligibility
   a. State Employees: Obtain a letter from your personnel or payroll office, verifying you are a permanent state employee working half time or more
   b. K-12 Employees: Obtain a letter from your school principal or superintendent verifying your eligibility (See K-12 notes)
   c. EvCC Employees: Visit EvCC Human Resources in Olympus Hall, Room 116, to obtain a Tuition Waiver Request and verification of eligibility.
2. Complete a Tuition Waiver Request Form for each class
   a. Fill out section 1: Student ID number, course information, email, and your signature
   b. Obtain your supervisor’s signature if the class takes place during your regular work hours
   c. HR will sign to confirm eligibility for EvCC employees and for State and K-12 employees with a current verification letter from employer.
3. HR will email your Tuition Waiver Request to the Registrar. If you have questions, contact the Registrar.
4. All employees must register for class on the 1st day of the term either in Enrollment Services or online.
   a. In order to register for classes with the tuition waiver, you must have applied and been accepted to EvCC.
   b. Please check back to see if the class you are taking requires a prerequisite. You may not be eligible to take certain classes if you have not completed the prerequisites.

K-12 Notes
1. Only Teachers and other K-12 certificated instructional staff are eligible.
2. K-12 classified staff are not eligible.
3. Staff must hold (or must be seeking) a valid endorsement and assignment in a state-identified shortage area.

The shortage areas are identified by OSPI’s biennial supply and demand survey, and are currently listed as:
- Special Education
- Early Childhood Special Education
- Mathematics
- Science
- Biology
- Physics
- Chemistry
- Earth Science
- Middle Level Math Science
- Speech Language Pathologist
- School Psychologist
- Occupational Therapist
- Physical Therapist
- School Nurse

REVISION HISTORY
Original Date: September 12, 2007
Revision Date: March 4, 2014

RELEVANT LAWS AND OTHER RESOURCES
RCW 28B.15

APPROVED BY
President
VP Staff