



State Employee Tuition Waiver Request

Refer to attached instructions.

Section 1: Student

Name: _____ EvCC ID Number: _____

Name of Agency/ School District/ Institution: _____

Home Address: _____

Position Title: _____

Email: _____ Phone: _____

Quarter _____ Year _____

Item Number: _____

Course Name: _____

I have read the instructions and request a tuition waiver as an eligible State/ School District employee.

Signature: _____ Date: _____

Section 2: Employer

Name of Agency/ School District/ Institution: _____

Address of Agency/ School District/ Institution: _____

Position Title: _____

I certify that the above person is a permanent employee of the State of Washington, or of a Washington Public School District, meets the requirements listed in the instructions and is eligible to enroll under the tuition/ fee waiver program.

Name of Authorizing Person: _____

Phone: _____

Signature: _____ Date: _____

Section 3: Instructor

This class has space available as of the first day of the quarter, and the student has my permission to register.

Instructor Name: _____

Instructor Signature: _____ Date: _____

State Employee Tuition Waiver Program Instructions

Who is Eligible?

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

- Employees of the State of Washington with permanent status
- Washington Public School employees

What is the cost?

- You pay \$20.00 per class, plus the entire cost of books and fees

Which classes are eligible?

- Regular tuition classes are eligible
- 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

What does “Space Available” mean?

- Tuition waiver is granted only if space is available in the class.
- You may register on the 1st day of class. Instructor Permission is required, dated as of the first day of 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.

How do I participate?

1. Complete a separate form for each class
 - Fill out Section 1: Student information, course information, and your signature.
 - Ask your Human Resources or Payroll office to complete Section 2: verification of eligibility. School principal can verify for K-12 employees.
 - Instructor permission (Section 3 of the form) is required, as of the first day of the quarter (permissions obtained before the start of the quarter cannot be accepted).
2. All employees must register for class on the 1st day of the quarter.
 - In order to register for classes with the tuition waiver you must have applied and been accepted to EvCC. If you have never taken a class at EvCC, please apply for admission at <http://www.everettcc.edu/admissions> at least one week prior to the start of the quarter.
 - Please check 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.
3. Email your Tuition Waiver Request to the Registrar: registration@everettcc.edu
 - If your form has a current (as of the first day of the quarter) instructor permission, the Registrar will register you in the class (or classes) and send you an email with instructions on how to access your record and pay any outstanding charges. If your form doesn't have a current instructor permission, the Registrar will contact the instructor on your behalf and ask for permission. When that permission is received, the Registrar will register you in the class, and then email you with instructions on how to access your record and pay any outstanding charges.

This document is a summary of the Everett Community College Tuition Waiver program. It is meant to provide answers to common questions about the program. Refer to the official policy and [RCW 28B.15.558](#) for more detailed information.