EvCC3240P: TUITION WAIVER PROCEDURE (EMPLOYEES)
Original Date: September 12, 2007
Revision Date: June 21, 2022
Policy Contact: Vice President of Human Resources

Employees of the College, Washington public schools, 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. Teachers, certificated instructional staff, and Classified employees of the public common schools.
   Classified employees of public schools are eligible when the employee is taking courses relevant to their work assignment, or when coursework is part of a teacher preparation program.

Cost of Attending Classes
Pay $20.00 per class plus the entire cost of books and fees.

EvCC Employees: 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. The form is available on the EvCC Intranet.

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. Public School Employees: Obtain a letter from your school principal or superintendent verifying your eligibility
   c. EvCC Employees: Email hr@everettcc.edu or visit EvCC Human Resources in Olympus Hall, Room 111, to obtain a Tuition Waiver Request and verification of eligibility.

2. Complete a Tuition Waiver Request Form for each class
   a. In order to register for classes with the tuition waiver, you must have applied to and been accepted as a student at EvCC.
   b. 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.
   c. Fill out the required information, including your EvCC student ID number, and the information for the class you wish to take.
   d. State Employees and Public School Employees: Ask your Human Resources office or school principal to fill out section 2, verifying you are a permanent state employee working half-time or more.
   e. EvCC Employees: Obtain your supervisor’s signature if the class takes place during your regular work hours, HR will sign to confirm eligibility for EvCC employees and will email your Tuition Waiver Request to Enrollment Services. If you have questions, contact registration@everettcc.edu.

3. Registering for class(es)
   a. Instructor permission is required to register for classes on the first day of the quarter. Permission is only valid for 2 business days. If you receive permission prior to the first day of the quarter, the Registrar will confirm space availability on the first day of the quarter.
   b. State Employees and Public School Employees: Please email the completed form on the first day of the quarter to registration@everettcc.edu.
   c. EvCC Employees: HR will forward your completed form to Enrollment Services. If instructor permission was submitted with the form, Enrollment Services will confirm space availability on the first day of the quarter.

RELEVANT LAWS AND OTHER RESOURCES
RCW 28B.15

REVISION HISTORY
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APPROVED BY
President
VP Staff