



State of Washington

# Employee Tuition Exemption Request

[OTR@greenriver.edu](mailto:OTR@greenriver.edu) | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at [greenriver.edu/upload](http://greenriver.edu/upload) | [greenriver.edu/OTR](http://greenriver.edu/OTR)

## STUDENT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First M.I.

ctcLink Student ID: \_\_\_\_\_ Term:  Summer  Fall  Winter  Spring Year: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Employee Type: \_\_\_\_\_

Position title: \_\_\_\_\_ How long in this position? \_\_\_\_\_  
Years Months

**This waiver is applied on a space available basis only, enrollment cannot occur prior to the 4<sup>th</sup> day of fall, winter, and spring terms; 3<sup>rd</sup> day of summer term**

I have read the eligibility guidelines on page 2 of this form, and hereby request a tuition exemption as a classified/permanent employee of the State of Washington.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPOSED SCHEDULE			
Class Nbr (ex. 20720)	Catalog Name (ex. ACCT 101)	Class Title (ex. Practical Accounting I)	Credits

## AUTHORIZING PERSON

This section must be filled out and signed by a Human Resource Officer or Commanding Officer. See back for eligibility details.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

I certify that his employee is a full-time/part-time permanent employee of the State of Washington and is eligible to enroll under the tuition exemption program.

Authorizing Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date: _____	Processed by: _____
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## ELIGIBILITY GUIDELINES

To be eligible for the tuition exemption program, an employee must be a full-time/part-time permanent employee of a Washington State agency and be certified as eligible for the tuition exemption in accordance with chapter 88, Laws of 1990, 51<sup>st</sup> regular session.

## STATE WAIVER ELIGIBILITY

- Permanent employees in classified service under [RCW 41.06](#) (State Civil Service Law)
- Permanent employees governed by [RCW 41.56](#) (Public Employees Collective Bargaining)
- Permanent classified employees and exempt paraprofessional employees of technical colleges
- Faculty, counselors, librarians and exempt professional/administrative employees at institutions of higher education
- Teachers and other certificated instructional staff at public common and vocational schools
- Classified staff employed at public common schools, when the employee is taking courses relevant to their work assignment or coursework that is part of a teacher preparation program

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## ENROLLMENT PROCEDURE

1. Complete an application for admission prior to the first term of attendance
2. Complete the reverse side of this form
3. Eligibility must be verified by Human Resource Department or Commanding Officer
4. Obtain instructor permission to enroll for each class
5. Submit form and class enrollment permission to the Office of the Registrar
6. Enroll in class(es) between the 4<sup>th</sup> and 10<sup>th</sup> day of the term
7. All fees are due at the time of enrollment

## FEES

- An enrollment fee will be charged per course, each term, to cover the cost of program administration
- Fees are published in the College Catalog and online at [greenriver.edu/tuition](https://greenriver.edu/tuition)
- Participants will be charged any additional class fees associated with the course

**Failure to pay fees may result in removal from class(es) without prior notification.**