



STATE OF WASHINGTON EMPLOYEE TUITION EXEMPTION REQUEST

greenriver.edu/enrollment • (253) 833-9111 Ext. 2500 • 12401 SE 320th St., Auburn, WA 98092
enrollmentservices@greenriver.edu • fax (253) 288-3454

STUDENT INFORMATION

Name: _____ Date of Birth: _____
Last First M.I.

SID: _____ Quarter: Summer Fall Winter Spring Year: _____

Address: _____
Street City State Zip

Evening Phone: _____ Daytime Phone: _____

Position title: _____ How long in this position? _____
Years Months

Purpose for taking coursework: To complete a degree To enhance work skills
 For personal enrichment Requesting class for salary schedule placement

I have read the Guidelines and hereby request a tuition exemption as a classified/permanent employee of the State of Washington.

Student Signature: _____ Date: _____

| PROPOSED SCHEDULE | | | | |
|-------------------|-------|------------|--------------|---------|
| Item No. | Dept. | Course No. | Course Title | Credits |
| | | | | |
| | | | | |

AUTHORIZING PERSON

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

Name: _____

Title: _____ Phone: _____

Agency: _____

Address: _____
Street City State Zip

I certify that this 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: _____

| | |
|------------------------|---------------------------------|
| OFFICE USE ONLY | Date: _____ Processed by: _____ |
|------------------------|---------------------------------|



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To be eligible for the tuition exemption program, an employee must be a full-time/part-time permanent employee of a state agency and be certified as eligible for the exemption according to chapter 88, Laws of 1990, 51st regular session.

ELIGIBILITY

- o Classified/Permanent State Employees working 20 hours or more per week and receiving benefits.
- o Green River College Permanent Staff working 20 hours per week and receiving benefits.
- o Green River College Full and Part-Time Faculty currently employed are eligible. (Part-time is at least 50% for current quarter.)
- o Eligibility must be verified by Human Resource Department or Commanding Officer.
- o Space available basis only.

REGISTRATION PROCEDURES

1. Complete an application for admission for the first quarter of attendance.
2. Complete the reverse side of this form.
3. Complete the [Registration/Change of Schedule form](#), instructor's signature is required.
4. Register between the 4th and 10th day of the quarter. All fees are paid by the time of registration.

FEES

- o A registration fee will be charged per course, per quarter to cover the costs of the program administration. Fee is published in the quarterly class schedule.
- o Participants will be charged any classroom fees as published in the quarterly class schedule.

Failure to pay fees by the time of registration will result in removal from class without prior notification.