

STATE OF WASHINGTON EMPLOYEE TUITION EXEMPTION REQUEST

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

Date:

STUDENT INFORMATION

| Name: | First | | | M.I. | Date of Birth: | |
|--|---|--------|--|----------|----------------|--------|
| Last | TilSt | | | 111.1. | | |
| 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 | | | | | |
| | $\hfill\square$ 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 S | Signature:_ |
|-----------|-------------|
|-----------|-------------|

| 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: | | | | | | |
|-------------------------------|---------------------------|---|------------------------------------|-------------------------|--|--|
| | _Phone: | | | | | |
| | | | | | | |
| Address: | | | | | | |
| Street | | City | State | Zip | | |
| I certify that this employee | e is a full-time/part-tir | me permanent employee of the State of Washington and is | s eligible to enroll under the tui | tion exemption program. | | |
| Authorizing Person Signature: | | | [| Date: | | |
| | | | | | | |
| OFFICE USE ONLY | Date: | Processed by: | | | | |
| ES1509TuitionExemption | | | | 1 of 2 | | |

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.



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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 <u>Registration/Change of Schedule form</u>, 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

- 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.

Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated relaliatory behavior. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.