



State of Washington

Employee Tuition Exemption Request

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

Submit in person or online at greenriver.edu/upload | 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 4th day of fall, winter, and spring terms; 3rd 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: _____

OFFICE USE ONLY	Date: _____ Processed by: _____
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Otr092022TuitionExempt _____ 1 of 2

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; 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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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, 51st 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/GUIDELINES

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) beginning the 4th day (fall, winter, spring; or 3rd day in summer) of the quarter

IMPORTANT INFORMATION

- There is a two-class limit
- This waiver is not available for selective admissions programs
- Payment is due at the time of enrollment
- Additional information and current cost are located on the [Space Available Waiver webpage](#).

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
- 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.