



**Northwest Center for  
Occupational Health and Safety**

Continuing Education Program  
Department of Environmental and Occupational Health Sciences  
School of Public Health and Community Medicine  
University of Washington  
4225 Roosevelt Way NE, Room 100  
Seattle, Washington 98105-6099  
Tel 206-543-1069 Fax 206-685-3872  
[ce@u.washington.edu](mailto:ce@u.washington.edu) <http://depts.washington.edu/ehce>

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## **Student Scholarship Fee Policies '08-09**

For: 1) UW Department of Environmental and Occupational Health Sciences (DEOHS) undergraduate and graduate students and all students funded through the Northwest Center for Occupational Health and Safety (ERC)

2) Other matriculated UW and non-UW students.

### **Policy**

#### **1) DEOHS and ERC Students**

All ERC and other DEOHS Students are encouraged to attend courses sponsored by the Northwest Center for Occupational Health and Safety. The following scholarship rates are available and reflect a need to cover estimated actual costs of student participation in courses. Partial days are considered as one full day. If a lower fee is in effect other than the scholarship fee, students will be responsible for the lower fee.

- \$ 70 for one-day courses
- \$ 95 for two-day courses
- \$ 115 for three-day courses
- \$ 140 for four-day courses
- \$ 165 for five-day courses
- \$ 30 for OEM Grand Rounds dinner lectures

To obtain these rates students **must** register at least one week in advance with the Continuing Education office and identify themselves as **full-time DEOHS students or ERC students** at the time of registration. Late registrations or failure to identify student status may cause student to be required to pay regular fees in order to participate. In addition, ERC students should contact their program coordinator to inform them of their intent to register and to arrange funding, if available.

Students will need to provide payment information (check, visa, purchase order) at time of registration. Cancellations will be issued up to one week prior to the course; after that, tuition fees are forfeited. Substitutions are permitted up to two days prior to the course as long as the substitute is also a DEOHS or ERC sponsored student.

**In lieu of paying fees, all ERC and DEOHS** students may request the opportunity to assist the CE staff with day-of course activities (registration, distribution of materials, lights and sound maintenance etc.) for courses sponsored by the Northwest Center. This opportunity is not available for the evening Grand Rounds series. Under most circumstances, no more than two students per course will be admitted under this policy. Students must request this option, in writing, more than one week prior to the date of class and, if an ERC student, inform their program coordinator.

How to Register:

**Northwest Center Supported Students (ERC)**

1. Contact your program coordinator about your intent to attend the course.
2. Contact the Continuing Education office at (206) 543-1069 to register.
3. Clearly indicate your status (ERC/DEOHS)
4. Pay fees

**YOU MUST REGISTER AT LEAST ONE WEEK PRIOR TO THE COURSE**

**DEOHS Matriculated Students (not supported by the ERC)**

1. Contact the Continuing Education office at (206) 543-1069 to register.
2. Clearly indicate your status as a full-time DEOHS student and which program you are enrolled in.
3. Pay fees

**YOU MUST REGISTER AT LEAST ONE WEEK PRIOR TO THE COURSE**

**2) Other UW and non-UW Students**

All other matriculated students at the University of Washington and other accredited educational institutions can receive, if applied for in writing at least one week prior to class, a discount of 40% off the regular published course fee in affect at the time of their registration (late fees apply). Course brochures usually indicate what the scholarship rate is. Students should include in their written request a paragraph describing how participation in the course will enhance their career goals. E-mail requests, including supporting paragraphs, should be sent attention the CE Director and e-mailed to [ce@u.washington.edu](mailto:ce@u.washington.edu). If approved, students will receive a written confirmation of their scholarship approval which should be submitted at time of registrations.

How to Register:

**All Other UW and non-UW matriculated students:**

1. Submit your paragraph via e-mail indicating your intent to register, name and contact information, your qualification as a student. Also, include a paragraph on how participation in the course will enhance your career goals. (send attention the CE Director at [ce@u.washington.edu](mailto:ce@u.washington.edu)). You will be informed if you are approved. **DO NOT REGISTER PRIOR TO RECEIVING APPROVAL.**
2. Upon approval, contact the Continuing Education office at (206) 543-1069 to register.
3. When registering, indicate your status as a student and that you were approved by the Director. Failure to do this will result in you needing to pay full fees.
4. Pay fees

**YOU MUST REGISTER AT LEAST ONE WEEK PRIOR TO THE COURSE**