



UNIVERSITY OF WASHINGTON
**WASHINGTON STATE TUITION
 EXEMPTION REQUEST**
 WASHINGTON STATE EMPLOYEES

<p>New and returning students— please indicate on your Admission Application form that you are applying under this exemption program.</p> <p>This request is valid only for one quarter.</p> <p>1. Please type or print in ink. 2. Sign and date the application. 3. Submit your request to: University of Washington Office of the Registrar 225 Schmitz Hall Box 355850 Seattle, WA 98195-5850 206-543-8580</p>	Legal Name of Student (Last) _____ (First) _____ (M.I.) _____ (Jr., etc.) _____		
	Address of Student (Street) _____ (Apt.) _____		
	(City) _____ (State) _____ (ZIP) _____		
	Student Number _____	Daytime Phone _____ - _____	Date of Birth (Mo./Dy./Yr.) _____ <input type="checkbox"/> Male <input type="checkbox"/> Female
	Name of Agency/Department/Institution of Higher Education _____		
	Position Title _____	How long in this position? (Yrs./Mos.) _____	
Email Address _____			
Signature of Applicant _____ Date _____			

CLASSIFICATION

I have read and accept the Guidelines on the reverse side and hereby request tuition exemption as: (Check all that apply.)

Classified Half-time or more Faculty K-12 Instructor
 Non-academic employee Contract Instructional Staff

For which quarter and year are you applying? (Check one quarter only and write in the year.)

Autumn Winter Spring Summer Year

I will take course work to complete a degree to enhance work skills for personal enrichment

Name of Authorizing Person (Please Print) _____	Job Title _____
Agency _____	Phone Number _____ - _____
Agency's Mailing Address (Street) _____ (City) _____	(State) _____ (ZIP) _____

Under the guidelines listed on the reverse side of this form, I certify this person is eligible to enroll using the state tuition exemption program.

Signature of Authorizing Person _____ Date _____

GUIDELINES

SPACE-AVAILABLE TUITION-EXEMPTION PROGRAM FOR STATE OF WASHINGTON EMPLOYEES

ELIGIBILITY

Eligible State of Washington employees may receive a tuition-exemption for up to six credits each quarter provided they register on a space-available basis. Eligible state employees who register for more than six credits will receive the tuition waiver for the first six credits but will be charged regular tuition for the additional credits.

Space-availability applies to degree programs as well as courses, and fully enrolled programs may choose not to accept or enroll students using the tuition-exemption.

Eligible state employees must be:

- Non-University of Washington permanent classified or contract state employees employed half-time or more,
- Permanent classified and exempt paraprofessional employees of technical colleges employed half-time or more,
- Nonacademic employees and members of the faculties and instructional staff employed half-time or more at state institutions of higher education other than the University of Washington,
- K-12 Instructors qualified to teach or seeking valid endorsement and assignment in a state identified shortage area.

Eligible state employees must hold this status on the day the exemption form is approved, and must be in that status on the first day of the quarter for which the tuition-exemption is granted. The University's tuition-exemption program does not cover English 100, 101, 102, Math 098, UW Extension or Distance Learning courses, graduate-level independent study courses numbered 600, 700, and 800, or any fee-based courses. Other exclusions are independent study, thesis, dissertation, research, internships, tutorials, private lessons, or practicums. In addition, certain state funded courses or programs may be excluded from the tuition exemption program on the basis of academic or fiscal considerations.

With the instructor's permission, state employees planning to register on a space-available basis may begin attending classes the first day of the quarter if space is available. Registration, however, will not be permitted until the assigned space-available registration day, which is the fourth day of the quarter.

ADMISSION

State employees must apply for admission and be accepted, or apply for admission as a non-matriculated tuition exemption student. Applications for new students are filed with the Office

of Undergraduate Admissions, 320 Schmitz Hall, or the Office of Graduate Admissions, 301 Loew Hall. Former UW students returning in the same classification or as nonmatriculated students apply at the Registration Office, 225 Schmitz Hall, Box 355850. Applications and information for returning students are available at: <<http://www.washington.edu/students/reg/returning.html>>. Please indicate on your application that you are applying under this exemption program. All application deadlines must be met and application fees paid.

REGISTRATION

A quarterly Tuition Exemption Application is submitted to the Registration Office at least two weeks before the beginning of the quarter. Participating employees may not register for any course prior to their assigned space-available registration day or the exemption will be canceled or not accepted. Students register for courses via MyUW.

Nonmatriculated students admitted to enroll on a space-available, tuition-exempt basis, may register for classes only when using the exemption and only after the exemption request form has been submitted. Matriculated students desiring a higher registration priority to facilitate course enrollment are permitted to register without the exemption, but full tuition and fees will be charged.

State employees registering after the first week of the quarter must pay a late fee. **No course adds are accepted after the third week of the quarter.** All registration deadlines apply.

FEES

State employees are billed a quarterly \$30 registration fee if they register for a course. This fee is non-refundable even if the student withdraws during the first week of the quarter. Matriculated state employees registering before the assigned tuition-exemption registration date will not be permitted to convert to the tuition-exemption program and will be required to pay regular tuition for all registered credits. Participants in the tuition-exemption program will be charged the quarterly Technology Fee and any special course fees that may apply.

Tuition-exempt students are not entitled to student services funded by the Services and Activities Fee, such as those available from the Hall Health Center and the Intramural Activities Building, nor are they eligible to purchase tickets to athletic or performing arts events at student rates. Participating Washington State employees may obtain ID cards for library services from the Student ID Center, 014 Odegaard, and a U-PASS sticker in person at the Student ID Center, 014 Odegaard.

GRADES

Grades will be determined and posted to transcripts in the same manner as regular tuition students. Transcripts must be requested from the Transcript Office. Grades are available in the Personal Services Section of MyUW at: <myuw.washington.edu>.