

FACULTY/STAFF TUITION EXEMPTION REQUEST

REGISTRATION: 1900 COMMERCE ST, BOX 358400, RM: MAT 253
Phone: (253) 692-4913 FAX: (253) 692-4414 Email: reguwt@uw.edu

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THIS FORM

- Employees must be formally admitted to UW Tacoma, which is a separate process.
- This request form is valid for one quarter only. A new form must be submitted for each quarter of attendance.
- This request must be received no later than two weeks (10 working days) prior to the first day of the quarter.

STUDENT INFORMATION		PLEASE TYPE OR PRINT YOUR INFORMATION LEGIBLY IN INK.				
LEGAL LAST NAME	FIRST	M.I.	QUARTER	YEAR	STATUS <input type="checkbox"/> CLASSIFIED STAFF <input type="checkbox"/> FACULTY <input type="checkbox"/> PROFESSIONAL STAFF	
PHONE NUMBER	EMAIL	STUDENT NUMBER				
INTENDED COURSE		EMPLOYMENT INFORMATION				
COURSE PREFIX	COURSE NUMBER	NUMBER OF CREDITS	EMPLOYEE IDENTIFICATION NUMBER	UW PHONE NUMBER	CAMPUS BOX	HOW LONG IN THIS POSITION?
NAME OF COURSE			POSITION TITLE		DEPARTMENT WHERE EMPLOYED	
CLASS		<input type="checkbox"/> I WILL <input type="checkbox"/> I WILL NOT		SIGNATURE OF EMPLOYEE		DATE
<input type="checkbox"/> Post Bac.		ATTEND CLASS DURING MY REGULAR WORKING HOURS.		I approve and certify that this employee is employed half time or more under the conditions outlined in the instructions on the reverse side.		
<input type="checkbox"/> Non-Matric.		ATTEND CLASS DURING MY REGULAR WORKING HOURS.		SIGNATURE OF DEPARTMENT HEAD _____ DATE _____		
<input type="checkbox"/> Undergrad.		<input type="checkbox"/> Grad/Prof.		SIGNATURE OF DEPARTMENT HEAD _____ DATE _____		
<input type="checkbox"/> GNM						
ONLY if you selected POST BACCALAUREATE, GRADUATE/PROFESSIONAL, or GRADUATE NON-MATRICULATED (GNM) must you fill out the rest of this form. (Non-matriculated and Undergraduate students should not complete this section.)						
<input type="checkbox"/> YES <input type="checkbox"/> NO I am enrolled in a graduate/professional degree program. <input type="checkbox"/> YES <input type="checkbox"/> NO I am taking this course numbered 400-800 as a graduate non-matriculated student (GNM). <input type="checkbox"/> YES <input type="checkbox"/> NO I am taking this course numbered 400-800 as a post baccalaureate.						
If you have checked YES to any of these questions, THE VALUE OF THE TUITION WAIVER that exceeds \$5,250 for study at the graduate or Professional Level WILL BE INCLUDED IN YOUR GROSS INCOME, and will be FICA tax withholding. However, if you document that the class is job related, as defined by the IRS, the value of the tuition may still be excluded from income.						
DEFINITION OF "JOB RELATED" EDUCATION						
The internal Revenue Service states that job related education must:						
<ul style="list-style-type: none"> · be required by your supervisor or the law to keep your present salary, status, or job (and serve a business purpose of your employer) OR · maintain or improve skills needed in your present job HOWEVER, even if your education meets one of the above requirements, it is NOT excludable if it <ul style="list-style-type: none"> · is needed to meet the minimum educational requirements of your present trade or business OR · is part of a program of study that can qualify you for a new trade or business, even if you have no plans to enter that trade or business. (A change of duties is NOT a new trade or business if the new duties involve the same work you did in your old job.)						
DOCUMENTATION OF JOB RELATED EDUCATION						
<input type="checkbox"/> YES <input type="checkbox"/> NO My program of study is job related. (If NO, waiver is taxable and you DO NOT NEED to complete the rest of this section.)						
DESCRIBE THE CONTENT OF THE COURSE(S) YOU ARE TAKING THIS QUARTER.						
DESCRIBE HOW THE KNOWLEDGE LEARNED IN THE ABOVE COURSE(S) WILL IMPROVE OR ENHANCE YOUR ABILITY TO PERFORM YOUR CURRENT JOB.						
I request that the value of the waiver for the above job related course(s) be excluded from my taxable income.			SIGNATURE OF EMPLOYEE		DATE	
I have reviewed the above statements and agree that the above course(s) are job related as defined above.			SIGNATURE OF DEPARTMENT HEAD		DATE	

GUIDELINES FOR FACULTY AND STAFF TUITION EXEMPTION REQUESTS

ELIGIBILITY

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

Space availability applies to degree programs as well as courses and fully-enrolled programs may not have space to accommodate students using tuition exemption.

UW TACOMA EMPLOYEES MUST MEET ONE OF THE FOLLOWING REQUIREMENTS TO BE ELIGIBLE.

- Permanent classified (WPRB) or contract classified employees employed who are employed half-time or more with six months or more of continuous service prior to the first day of the quarter.
- Faculty and professional staff who are employed half-time or more on the first day of the quarter of enrollment.

The University's tuition exemption program does not cover English 100, 101, 102, Math 098, professional/continuing education courses, graduate-level courses numbered 600, 700, and 800. Other exclusions are independent study, thesis, dissertation, research, internships, tutorials, private lessons, or practicums. Certain Distance Learning courses qualify if they are state funded with a clear enrollment limit. In addition, certain state funded courses or programs may be excluded from the tuition exemption program on the basis of academic or fiscal considerations.

ADMISSIONS

UW Tacoma employees must apply for admission to the University and be accepted into a degree program or apply for admission as a non-matriculated student. Applications for admission to the University are submitted online and are subject to the same priority dates as other new students. Individuals wishing to apply as a matriculated student or as a graduate nonmatriculated student to a UW Tacoma academic program, should contact the specific UW Tacoma academic program office for details regarding the application process and space availability in the program.

REGISTRATION

A quarterly Tuition Exemption Request form must be submitted to the Office of the Registrar, Campus Box 358400, 1900 Commerce Street, Tacoma, WA 98402 at least two weeks prior to the start of the quarter. New applicants are encouraged to submit their exemption paperwork regardless of their pending application status.

Once formally admitted to the University and 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 for class(es) on MyUW, however, will not be permitted for any courses until the assigned space-available registration day, which is the third day of the quarter for UW Tacoma employees, or the exemption will be cancelled or not accepted.

FEES

All UW Tacoma employees participating in the tuition exemption program will be assessed a quarterly nonrefundable \$30 registration fee and must pay other applicable fees, including the technology fee. See the quarterly Important Dates for other registration fees that may apply.

Participating UW Tacoma employees may obtain Husky ID cards for library services and a U-PASS from the Office of the Registrar. Tuition exempt students are not entitled to student services funded by the Services and Activities Fees, nor are they eligible to purchase tickets to athletic or performing arts events at student rates.