

**WASHINGTON STATE EMPLOYEE
TUITION EXEMPTION REQUEST**

OFFICE OF THE REGISTRAR, CAMPUS BOX 358400
1900 COMMERCE ST, TACOMA, WA 98402

Phone: (253) 692-4913 Fax: (253) 692-4414
Email: reguwt@uw.edu

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THIS FORM

- This request form is valid for one quarter only. A new form must be submitted for each quarter of attendance.
- Employees must be formally admitted to UW Tacoma, which is a separate process.
- 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		MIDDLE		JR, etc.		STUDENT NUMBER			DATE OF BIRTH																							
STREET ADDRESS						APT						INTENDED MAJOR																							
CITY			STATE			ZIP			<input type="checkbox"/> MALE			INTENDED COURSES																							
						<input type="checkbox"/> FEMALE			COURSE PREFIX						COURSE NUMBER			NUMBER OF CREDITS																	
DAYTIME PHONE						EMAIL						<input type="text"/>			<input type="text"/>			<input type="text"/>																	
NAME OF AGENCY/DEPARTMENT/INSTITUTION OF HIGHER EDUCATION												NAME OF COURSE			<input type="text"/>																				
POSITION TITLE			HOW LONG IN THIS POSITION? YRS/MOS						COURSE PREFIX			COURSE NUMBER			NUMBER OF CREDITS																				
									<input type="text"/>			<input type="text"/>			<input type="text"/>																				
SIGNATURE OF APPLICANT												NAME OF COURSE			<input type="text"/>																				
CLASSIFICATION						<input type="checkbox"/> Classified						<input type="checkbox"/> Faculty						<input type="checkbox"/> Instructional Staff																	
I have read and accept the Tuition Exemption for Washington State Employees Guidelines and hereby request tuition exemption as: (Check all that apply.)						<input type="checkbox"/> Contract						<input type="checkbox"/> Half-time or more						<input type="checkbox"/> Non-academic employee																	
						<input type="checkbox"/> K-12 Instructor, State Identified Shortage Area:						_____																							
For which quarter and year are you applying? (Check one quarter only and write in the year)						<input type="checkbox"/> Autumn						<input type="checkbox"/> Winter						<input type="checkbox"/> Spring						<input type="checkbox"/> Summer						Year <input style="width: 50px;" type="text"/>					
I will take course work						<input type="checkbox"/> to complete a degree						<input type="checkbox"/> to enhance work skills						<input type="checkbox"/> for personal enrichment																	
EMPLOYER INFORMATION												TO BE FILLED OUT BY THE AUTHORIZING PERSON. PLEASE TYPE OR PRINT YOUR INFORMATION																							
NAME OF AUTHORIZING PERSON												JOB TITLE						<input type="text"/>																	
AGENCY												PHONE NUMBER						<input type="text"/>																	
AGENCY'S MAILING ADDRESS						CITY						STATE						ZIP																	
Under the guidelines listed on this form, I certify this person is eligible to enroll using the tuition exemption program.																																			
SIGNATURE OF AUTHORIZING PERSON												(PLEASE ATTACH YOUR BUSINESS CARD)												DATE											
_____												_____												_____											

GUIDELINES FOR WASHINGTON STATE EMPLOYEES FOR TUITION EXEMPTION REQUEST

ELIGIBILITY

Eligible state of Washington 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.

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

- 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. Current shortage areas: <https://www2.ed.gov/about/offices/list/oep/pol/tsa.pdf>

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, professional/continuing education courses, graduate-level independent study courses numbered 600, 700, and 80. 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

State employees who wish to participate in the tuition exemption program must also apply for admission to the University. 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 fourth day of the quarter for state employees, or the exemption will be cancelled or not accepted.

FEES

All state 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 State of Washington 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.