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**

<table>
<thead>
<tr>
<th>LEGAL LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>JR, etc.</th>
<th>STUDENT NUMBER</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>APT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
<td>MALE</td>
<td>FEMALE</td>
<td></td>
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</tbody>
</table>

**CLASSIFICATION**

I have read and accept the Tuition Exemption for Washington State Employees Guidelines and hereby request tuition exemption as: (Check all that apply.)

- [ ] Classified
- [ ] Faculty
- [ ] Instructional Staff
- [ ] Contract
- [ ] Half-time or more
- [ ] Non-academic employee
- [ ] K-12 Instructor, State Identified Shortage Area:

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

**INTENDED COURSES**

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>NUMBER OF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF COURSE</td>
<td></td>
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</tbody>
</table>

**EMPLOYER INFORMATION**

TO BE FILLED OUT BY THE AUTHORIZING PERSON, PLEASE TYPE OR PRINT YOUR INFORMATION

<table>
<thead>
<tr>
<th>NAME OF AUTHORIZING PERSON</th>
<th>JOB TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>AGENCY'S MAILING ADDRESS</td>
<td>CITY</td>
</tr>
</tbody>
</table>

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.
- Classified staff may receive waivers as part of teacher preparation programs (as an alternative to the current limitation to being relevant to their work assignment as defined in RCW 28B.15.558 [https://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.558])

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.

COURSES NOT COVERED BY TUITION EXEMPTION

For information on the programs and courses that are not covered by tuition exemption go to https://www.tacoma.uw.edu/uwt/registrar/tuition-exemption

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 and a business card or letter attesting to your employment eligibility must be submitted to the Office of the Registrar at reguwt@uw.edu 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.