Shoreline COMMUNITY COLLEGE | Office of Enrollment Services

State Employee
Space Available Tuition Waiver

Students who wish to use this waiver must apply for admissions prior to the deadline for the term as specified on our website. Please see Program Regulations (second page) prior to submitting to Enrollment Services.

Student ID _____

_____ Term/Year _____

Print Student's Name

_____

Address; City, ST. Zip

_____ _____

Home Phone Email

☐ I have read and understand the Program Regulations pertaining to the use of this waiver.

_____ _____

Signature Date

Section below to be filled out by Employee's HR Department:

I certify that: (Employee Name) _____

Is employed by: (Company Name) _____

And holds the position of: _____

By signing below, I confirm that this individual is a full-time or part-time permanent state employee member as definied chapters 28B.16 and 41.06 RCW.

_____ _____ _____

Name of Human Resource Representative Email Phone

_____ _____

Signature Date

Space is available in this class on the FIRST DAY of instruction.

_____ _____ ☐ Credit ☐ Audit

Course Name #1 (e.g. ENGL& 101) Course Number #1

_____ _____ _____

Instructor Name #1 (print name) Instructor Signature Date

_____ _____ ☐ Credit ☐ Audit

Course Name #2 (e.g. ENGL& 102) Course Number #2

_____ _____ _____

Instructor Name #2 (print name) Instructor Signature Date

Shoreline COMMUNITY COLLEGE | Office of Enrollment Services

State Employee Space Available Tuition Waiver

Program Regulations

1. This program is limited to permanent halftime or more state employees as defined by RCW 41.06 and 25B.15.558. To determine if you are eligible, consult your HR representative. Eligible students must also be considered "in-state" residents.

2. Space is considered to be available if on the FIRST DAY of the term, enrollment in the course is less than the capacity requirement. Students using this waiver may only be registered in the course if there is space available, as per RCW 28B.15.558, Section 1, subsection C.

3. Students must register using this Tuition Waiver form to be eligible. Individuals interested in participating in this program will not be permitted to enroll on a regular basis and then drop the course in order to create available space. Registration prior to the FIRST DAY of the course and without using this Waiver form will disqualify the student from using the waiver for that course.

4. State employees using this tuition waiver must register between the first day of the term to the end of the second instructional week. No registration will be permitted after this time.

5. If space is available (as defined by item 2), have the instructor sign the front of this form. Take the completed form to the Enrollment Services Office.

6. A registration fee of $20 per quarter shall be charged to partially recover the cost of admitting, registering, and maintaining academic records for students participating in this program. Parking fees, computer lab fees and other special credit fees will not be waived.

7. Students are required to complete an admissions application if this is the first term in which they are enrolling in a course at Shoreline College, and must be a Washington State resident. No additional application is necessary, unless the student has not attended a course at Shoreline College in over one (1) calendar year.

8. Up to a maximum of 6 credits may be waived under this program. Students may register for more than 6 credits per term; however, anything over 6 credits is their responsibility to cover.

9. Only state supported courses are available under this program.

10. State employees enrolled under this program must meet standard course prerequisites and college math and English assessment requirements.

11. We encourage you to make a copy of this form for your records and provide a copy for your employer.

12. Registration using this waiver is not permitted until the FIRST DAY of the term. Tuition is due within 24 hours of registration.

Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation contact Student Accessibility Services, at least ten days in advance at: 206.546.4545, or e-mail at sas@shoreline.edu.