



State Employee
Space Available
Tuition Waiver Form

Quarter/Year: _____

Date: _____

Note: See addendum page for program regulations.

Student Name:

Address:

City: _____ State: _____ ZIP: _____

Home Phone : _____ Email: _____

Name of Agency:

Job Title:

Work Phone: _____ SCAN Phone: _____

Signature: _____ Date: _____

To Be Completed By Employee's Personnel Office:

I certify that:

Is employed by:

And holds the position of:

THIS INDIVIDUAL is a full-time or part-time permanent, classified state employee member as defined in chapters 28B.16 and 41.06 RCW.

Name of Human Resources Representative:

Address:

City: _____ State: _____ ZIP: _____

Work Phone: _____ SCAN Phone: _____

Email:

Signature of Human Resources Representative: _____ Date: _____

Space is available in this class FOLLOWING the 6th day of instruction. (4th day summer qtr.)

Item Number: _____ Course Title: _____

Instructor: _____ Date: _____

Item Number: _____ Course Title: _____

Instructor: _____ Date: _____

SHORELINE COMMUNITY COLLEGE

State Employee

Space-Available

TUITION WAIVER PROGRAM

PROGRAM REGULATIONS

1. This program is limited to permanent half-time or more state employees as defined by RCW 41.06 and 25B.15.558. To determine if you are eligible, consult your HR representative.
2. Space is considered to be available if AFTER the 5th day of a full quarter class, enrollment in the class is less than the capacity requirement. Students interested in this program may consult with the instructor about sitting in on the class while waiting to determine if space will become available.
3. Individuals interested in participating in this program will not be permitted to enroll on a regular basis and then drop the class in order to create available space. Registration prior to the sixth day of the class will disqualify the student from using the waiver for that class.
4. If space is available (as defined by item 2), have the instructor sign the front of this form. Take the completed form with a registration form to the Registration Office.
5. 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 class fees will not be waived.
6. The first quarter a student takes a class for credit at Shoreline Community College, he or she is required to complete an admissions application.
7. Under this program, state employees are eligible to register part time (1-6 credits).
8. Only state supported courses are available under this program.
9. State employees enrolled under this program must meet standard course prerequisites and college math and English assessment test requirements.
10. We encourage you to make a copy of this form for your records and provide a copy for your employer.
11. State employees using this tuition waiver must register by the end of the fourth week of the quarter. No registration will be permitted after the fourth week of the quarter.

