

SHORELINE COMMUNITY COLLEGE

State Employee

And National Guard Member

Space-Available

TUITION WAIVER PROGRAM

PROGRAM REGULATIONS

1. This program is limited to permanent half-time or more state employees and National Guard members, as defined in RCW 41.06 and 28B.15.558. To determine if you are eligible, consult with your personnel office or commanding officer.
2. **Space is considered to be available if AFTER the fifth day of instruction 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 in Item 2), have the instructor sign the front of this form. Then 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 and National Guard members are eligible to register for full time (12-18 credits).
8. Only state-supported courses are available under this program.
9. State employees and National Guard members 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 file or National Guard file.
11. State employees and National Guard members 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.