

STATE EMPLOYEE TUITION WAIVER REQUEST

Purpose: Pursuant to [RCW 28.B.15.558](#), Skagit Valley College waives tuition charges for up to six (6) credits per term for qualifying Washington State employees (see Section 2). Skagit Valley College employees should contact Human Resources to utilize the employee tuition account instead.

- Students pay \$20.00 per term plus all fees up to six (6) credits. Any tuition charges for credits above six are the responsibility of the student and must be paid by [the tuition deadlines](#).
- This is a space-available waiver, so at least one seat must be available in the class, and students who enroll before [the first day of the term](#) will not receive a waiver.
- Students must submit a fully completed waiver request each term they wish to use the waiver.

Audience: Enrollment Services will use the information on the request form to enroll students in the requested class(es) and apply the waiver to their account. This process must take place during the first three days of the term.

Instructions:

1. Complete Section 1 of the form
2. Request that your personnel office complete Part 2 of the form
3. Email the completed and signed form to enrollment@skagit.edu during the first three days of the term

Section 1: Completed by Student

Student Name: _____ ctcLink ID: _____

I am requesting enrollment into the following classes using the state employee tuition waiver:

Class (example: ENGL& 101)	Class Number (example: 17546)

Signature of Student

Date

Section 2: Completed by Student's Personnel Office:

I verify that _____
(name of employee)

Is employed with _____
(state agency or school)

And holds the position of _____
(state title and position range)

This individual is employed half-time or more as a:

- Permanent classified employee of a Washington State agency
- Permanent classified or exempt employee of a Washington State institute of higher education
- Teacher or certified instructional staff employee of a Washington State public school
- Classified staff employed at Washington State public school taking classes as part of a teacher preparation program

Name of Personnel Officer: _____

Agency Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Work Phone: _____

Signature of Personnel Officer

Date