

Tuition Exemption Request for CWU Employees, State Employees,  
Members of the Washington State National Guard, and Eligible Veterans

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Quarter & Year \_\_\_\_\_ Social Security # \_\_\_\_\_ Day Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Student ID # \_\_\_\_\_ I am a:  CWU Employee  State Employee  Eligible Veteran  
 I will take course work:  to complete a degree,  to enhance work skills,  for personal enrichment. Do you have a Bachelors Degree?  Yes  No

I have read the Guidelines and Educational Benefits Policy and hereby request a tuition exemption.

**Signature of Waiver User** \_\_\_\_\_ **Date** \_\_\_\_\_  
*CWU and STATE EMPLOYEES* Position/Title: \_\_\_\_\_ How long in this position? \_\_\_\_\_  
 Name of Agency/Department \_\_\_\_\_ Are you:  Civil Service  Faculty  Adjunct  Exempt

**I certify that this employee is at least a half time, permanent employee of the State of Washington and/or CWU and is eligible to enroll under the tuition exemption program.**

**PRINT Name of Authorizing Person** (Must be Dean of College for Faculty or Adjuncts) \_\_\_\_\_ **Title** \_\_\_\_\_ **Email** \_\_\_\_\_

**Agency Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

**Signature of Authorizing Person** (Must be Dean of College for Faculty or Adjuncts) \_\_\_\_\_  
*NATIONAL GUARD & VETERANS* Must attach proof of military status

**GUIDELINES**  
(Full CWU Educational Benefits Policy CWUP 2-30-050)

**ELIGIBILITY:** National Guard members, at least half time state employees or employees of Central Washington University, and eligible veterans may participate in this program as non-matriculated, non-degree seeking students. However, those wishing to earn a degree must apply and be admitted to the University according to the policies and procedures outlined by the University's Office of Admissions.

**CREDIT LIMIT:** Up to eight (8) quarter hours may be taken by CWU employees each quarter under the exemption program. All other eligible waiver users may take six (6) quarter hours. Waiver users registering for more than their credit limit will pay per-credit tuition rates for all credits in excess of their limit.

**REGISTRATION:** Mail this completed request for tuition exemption to Registrar Services no later than fifteen (15) working days prior to the beginning of each academic quarter. Your specific registration date will depend on policies and procedures established by the institution. Space must be available in the course selected and participation must not result in an extra section or displacement of regular students. The registrar will not honor any special permission to enter a closed course given by an instructor to anyone exercising the tuition waiver; therefore, registration for a course by a tuition waiver student will not be final until the last day of the add/drop period.

**GRADES:** Grades will be determined and posted to participant's transcripts in the same manner as a regular paying tuition student.

**FEES:** A non-refundable fee of \$15.00 will be assessed to each CWU staff member quarterly to cover the costs of administering the program. For state employees National Guard members, and veterans who are not CWU staff members, the nonrefundable fee will be \$30.00. In addition, participants will be charged for special course fees, and other fees when applicable; these fees are also non-refundable.

**RESTRICTIONS:** Tuition waivers cannot be used for self-supporting courses (including summer school) or for individualized instruction such as independent study, thesis, dissertation, research, internships, tutorials, private lessons, or practicum. In addition, CWU may exclude certain state-funded courses or programs from the fee waiver program on the basis of academic or fiscal considerations. For more information on eligible programs, contact Registrar Services at 509-963-3001. Participants enrolling under the tuition exemption program are not eligible to use certain services and facilities supported by service and activities fees nor are they eligible to purchase tickets to athletic or performing arts events at student rates.

**ADJUSTED WORK SCHEDULES & RELEASE TIME:** Refer to your employer's policies regarding adjustments to work schedules for educational purposes or the CWU policy CWUP 2-30-050. CWU policy is summarized on the following page.

# CENTRAL WASHINGTON UNIVERSITY, OFFICE OF REGISTRAR SERVICES

## EDUCATIONAL BENEFITS WAIVER GUIDE

### ADMISSION

Participants may be admitted as a regular student (person seeking a degree or certification) or as a non-matriculated student (one not seeking a degree or certification). The CWU non-matriculated application has a \$40 non-refundable fee for the academic year – fall through summer. If seeking full admission, submit admission application form, official transcripts from all schools attended, and test scores to the Office of Admissions at least 30 working days prior to the beginning of the academic quarter.

### ELIGIBILITY

**CWU:** Eligible CWU employees must hold appointment to at least a half-time position and attained permanent status, or be on their second consecutive quarter of teaching at half-time or more. Employees who are not eligible include faculty on courtesy appointments, undergraduate and graduate assistants. Retired employees are not eligible, but should inquire about other waiver options.

CWU Employees under the exemption program may take up to eight (8) quarter hours. Employees registering for more than their credit limit will be charged per-credit tuition rates for all credits in excess of eight. The dean of the college employing CWU Faculty or Adjunct must sign and approve exemption requests for any CWU Faculty or Adjuncts.

**NATIONAL GUARD AND ELIGIBLE VETERANS:** Must provide proof of military status.

**STATE EMPLOYEES** must be employed by a state agency as a half time or more permanent employee. Retired employees are not eligible, but should inquire about other waiver options.

National Guardsmen, Veterans, and non-CWU State Employees under the exemption program may take up to six (6) quarter hours. Individuals registering for more than their credit limit will be charged per credit tuition for all credits in excess of six.

Eligibility to register shall be contingent upon participants meeting established admission, academic and administrative requirements of the University and the requirements of particular departments and degree programs including prerequisites.

### CWU APPROVAL TO ATTEND CLASSES, PROVISIONS FOR ADJUSTED WORK SCHEDULES AND RELEASE TIME

Supervisor approval is not required to attend classes scheduled during non-work hours however, required overtime will take precedence over non-working hour class time.

Supervisor approval is required when a CWU employee wishes to take a class for personal or professional development during normal work hours. The employee must ensure to the satisfaction of his/her supervisor that the job requirements are met and all class time, one hour for one hour, is made up within a week. Up to an average of eight (8) hours of time per week for scheduled course work may be undertaken during the employee's regular working hours through the adjustment of the work schedule. The supervisor will keep an approved make-up time plan on file.

When an employee's supervisor authorizes enrollment in a class that the supervisor determines is directly job-related, release time may be provided for class attendance. Supervisors may grant release time for no more than one class per quarter and payment of relevant course fees. Approval for release time must be in writing and a copy forwarded to Human Resources for the employee's personnel file.

### REGISTRATION

CWU employees may register on the **SECOND** day of instruction. Register in Bullion Hall Rm. 140 for on campus courses, at university center offices for center courses, or through MyCWU. A \$15 fee will be assessed to each participant at the time of registration. If registration is successful the fee is non-refundable.

State Employees, National Guard Members, and eligible Veterans may register on the **THIRD** day of instruction Register in Bullion Hall Rm. 140 for on campus courses, at university center offices for center courses, or through MyCWU. A \$30 fee will be assessed to each participant at the time of registration. If registration is successful, the fee is non-refundable.

Registration in courses is on a **space available basis only**. No instructor permissions are allowed for a closed class; including signed Schedule Change forms. **All employee registrations must be completed by the end of the add/drop period.** Participants may begin attending classes on the first day of the quarter if space is available. Participants cannot register for courses designated as supplemental or self-supporting under this policy regardless if the course is job oriented. Examples include: summer school, continuing education, individual study, arranged courses, graduate thesis/research, foreign study, internships, private lessons, practicums, contracted field experience, non-credit programs, and graduate programs with limited enrollment.

#### **FORM MUST BE COMPLETELY FILLED OUT TO BE PROCESSED**

*Receipt of other benefits or financial aid may affect your eligibility to participate in this program  
Central Washington University reserves the right to exclude registration in certain programs and courses at its discretion.  
Refer to your employer's policies regarding adjustments to work schedules for educational purposes*