

****A new form is due no later than 15 business days before each term of attendance to avoid registration penalties****

Email this form to the CWU Office of the Registrar at reg@cwu.edu for processing
Please contact the email above or 509.963.3001 for any questions regarding this form



Tuition Exemption Request Form

For CWU Employees, State Employees, Public School Employees
Members of the Washington State National Guard, and Eligible Veterans

Applicant Information			
Last Name	First	Middle	Email
Address		City	Zip
Quarter & Year	SSN# (Required only for first time CWU students)		Phone#
Date of Birth	Student ID# (Required for continuing CWU students)	I am a: <input type="checkbox"/> CWU Employee <input type="checkbox"/> State/Public School Employee <input type="checkbox"/> Eligible National Guard/Veteran	
I will take courses to <input type="checkbox"/> Complete a degree OR (Mark one only) <input type="checkbox"/> Enhance work skills/Personal Enrichment		Do you have a Bachelor's Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	

For CWU/State/Public School Employees	
What is your Position/Title?	How long have you worked in this position? (In years and/or months)
Name of Agency/Department	Are you: <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct
Agency Address	City Zip

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

Signature of Waiver User	Date
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**The items below are completed by your direct supervisor or HR representative
(For CWU Faculty and Adjuncts, the Dean of your College must complete)**

Name of Authorizing Person (Print Name)	Position/Title	Email
<i>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.</i>		
Signature of Authorizing Person	Date	

GUIDELINES (Full CWU Educational Benefits Policy CWUP 2-30-050)	
<p>ELIGIBLE INDIVIDUALS: Permanent half-time or greater CWU/State/Public School Employees who have finished their initial probationary period of employment (for new employees). Adjunct faculty must on their second consecutive term of teaching at least 6 credits. Washington State National Guard and eligible Veterans must submit proof of military status.</p> <p>WORK SCHEDULES: Consult your employer's policies on educational work schedule adjustments and discuss arrangements with your supervisor or human resources office.</p> <p>ADMISSION: Participants may enroll as either regular students (seeking a degree) or non-matriculated students (not seeking a degree but may seek a certification). The non-matriculated application will charge a non-refundable \$40.00 fee for each academic year attended (September to August). To apply for admission as a degree seeking student, please contact the Office of Admissions at CWU.Admissions@cwu.edu or at 509.963.1211 for application information. Students must be fully admitted to the university before the waiver can be processed and applied to their record.</p> <p>CREDIT LIMIT: The waiver will cover most of the cost up to 6 credits each quarter (8 credits for CWU Employees only). All waiver users registering for more than their credit limit will pay per-credit tuition rates for the excess credits. Registration over 15 credits (17 credits for CWU Employees) negates any waiver benefit. Visit the Financial Aid website for per-credit tuition rates: https://www.cwu.edu/admissions-aid/financial-aid-scholarships/financial-aid/about/index.php</p>	<p>FEES: A \$30.00 non-refundable Waiver Processing Fee is charged quarterly when using the waiver (the fee is \$15.00 for CWU Employees). Additional mandatory fees, special course fees, and book charges will apply; these are also non-refundable. Tuition exemption program participants cannot access certain services funded by the Services and Activities Fee or purchase event tickets at student rates.</p> <p>REGISTRATION: CWU employees may register on the SECOND day of instruction. All other eligible employees may register on the THIRD day of instruction. Courses enrolled in advance of the designated registration date are not waiver eligible. CWU Academic Calendars can be found at: https://www.cwu.edu/about/offices/registrar/academic-information/index.php.</p> <p>RESTRICTIONS: Registration in courses is <i>allowed on a space available basis only</i>. Enrollment must not result in an extra section or displacement of regular students. No instructor permissions are allowed for closed or full classes; including signed Schedule Change forms or emails of approval from instructors. Enrollment of classes must be completed by the Change of Schedule Deadline.</p> <p>This tuition waiver will not cover courses designated as supplemental or self-supporting under this policy, such as: summer school, certain continuing education courses (CTE), FlexIT courses, individual study courses, arranged courses, practicums, research, thesis, dissertation, internships, private lessons, foreign study, field experience, non-credit programs, and graduate programs with limited enrollment. Central Washington University reserves the right to exclude registration in certain programs and courses at its discretion.</p>