

Education Benefits for CWU Staff Dependents and Retired Staff

Employees – Human Resources

CWU Policy 301-03

Effective: April 6, 2016

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

-
- (1) Educating the citizens of Washington State is integral to Central Washington University's mission. CWU encourages and supports its employees and their dependents to continue their education as prescribed through this educational benefits policy for staff dependents, CWU ROTC faculty and staff dependents, and retired staff. Pursuant to [RCW 28B.15.915](#), CWU will waive a portion of the tuition fee for eligible CWU employee dependents, CWU ROTC faculty and staff dependents, and eligible retired employees to take courses at CWU. This policy does not apply to any other Washington state institution.
 - (2) Contact the Department of Human Resources for information about this policy and/or its related procedure, Appendix A.
 - (3) All credit hours generated under this policy will be separately accounted for and will not affect formula entitlements.

History:

*10/02/2007; 03/30/2012 Responsibility: BFA; Authority: Chapters [28B.15.558](#), [28B.15.621](#), and [41.04.005](#) of the Revised Code of Washington (RCW), Education Benefits for CWU Employees, [CWUP 2-30-050](#); PAC (Policy and Procedure Separated 9/5/07); Reviewed/Endorsed by: Cabinet/UPAC;
Review/Effective Date: 06/06/2012; 04/06/2016 Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-055, June 2025
Procedure CWUR 3-40-035 attached as Appendix A, June 2025*

Appendix A - Education Benefits for CWU Staff Dependents & Retired Staff

- (1) Applies to all eligible CWU employee dependents and distinguished retirees or faculty with emeritus standing. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employee's dependents, the terms of this procedure shall prevail.

(2) Eligibility Procedure

- A. Employee dependents, as outlined below, are eligible if the employee has been employed by CWU for more than six months in a position that is half-time or more, including faculty who are hired on a yearly basis. Employee dependent eligibility will continue as long as the employee remains employed by CWU in an eligible position.
- B. Effective July 1, 2019, in the case of a person who has been employed in an eligible position for at least five years, and who dies while so employed, the employee's dependents will remain eligible for education benefits if they were eligible to receive such benefits at the time of the employee's death.
 1. Eligible employee dependents include step-children, adopted children, legal dependents and biological children under the age of 26, and dependent partners of the employee.
 2. Retired employees include those who have obtained the status of "distinguished" retirees under [CWU 303-01](#) or faculty "emeritus" status under the Academic Code.
 3. The eligible dependent or retired staff member must be accepted as a student.
 4. Education benefits for staff is found in [CWU 301-02](#).

(3) Registration Procedure

- A. The employee will request the use of this benefit by notifying the Department of Human Resources (HR) of such a request. Once HR receives the appropriate information they will forward notice to the Office of Student Financial Services. Applications must comply with all university registration procedures. Dependents must meet all admissions criteria, file a Free Application for Federal Student Aid (FAFSA), and maintain satisfactory academic progress, as articulated by the Department of Student Financial Services, and a cumulative GPA of 2.0 or higher.

(4) Tuition

- A. CWU will waive up to 50 percent of the tuition fee only; this benefit excludes housing, books and other student fees, for eligible dependents and retired staff. This waiver will be the first waiver to be considered in the identification of education resources available to students.
- B. The waiver of tuition may be used for up to twelve quarters in a five-year period.

- (5) Contact the Department of Human Resources with any questions about this procedure and/or its related policy.