

## Enrollment Services

## Space Available Waiver Request State Employee

Student name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ ctcLink ID# \_\_\_\_\_

Waiver requested:

State employee (10% discount on current resident tuition rate, 1-10 credits only, **plus fees**). **Please fill out "State Employee" section on back of form and have signed by your State Human Resource personnel or supervisor.**

*School District employee use "School District" Space Available Waiver form. **RCW 28B.15.558; (3); (4)***

*Senior Waiver use the "Senior Waiver Request" form. **RCW 28B.15.540***

Quarter:     Summer     Fall     Winter     Spring    Year: 20\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Waiver requirements and exclusions:

- Cannot be used for **Co-op, zero credit, private music instruction, independent study or practicum** classes.
- May be used for online courses **ONLY** if taught by an Olympic College instructor.
- Space must be available in the class by the tenth day of quarter to be enrolled. Instructors cannot raise class caps or give permission to over-enroll.
- Prerequisites must be met (i.e., placement test score, transfer credit or completion of prerequisite course at OC).

Instructions:

1. Submit/email **request form and registration form** to [registration@olympic.edu](mailto:registration@olympic.edu) no later than 4 p.m. on day five of the quarter. Verification of employment status is required at time of submission.
2. Day 1—5: Attend/participate in classes and tell the instructor you have requested the waiver.
3. Day 6—10: If space is available, you will be registered in the class and contacted by Registration staff. The course will appear on your schedule.
4. Payment in full is required within 48 hours after enrollment. Pay in person, by phone to Cashier at 360-475-7181, or online.
5. If you decide not to attend or have questions, please contact Registration at 360-475-7650 or email [registration@olympic.edu](mailto:registration@olympic.edu).

**Registration and Records Office use only:**

Accepted    Item number(s): \_\_\_\_\_    Date(s): \_\_\_\_\_  
 Not accepted    Item number(s): \_\_\_\_\_    Date(s): \_\_\_\_\_

Reason \_\_\_\_\_

Student contact:     Talked to student     Left message with family member  
 Left message on answering machine     Emailed student

Notes: \_\_\_\_\_

R&R signature \_\_\_\_\_ Date \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Washington State Employee

OC Employee

Office use only: Waiver type (Check one):

## VERIFICATION OF WAIVER ELIGIBILITY

### Washington State Employee

- Must be completed by **state employee's** personnel office or direct supervisor to confirm employment:

I verify that \_\_\_\_\_ works at \_\_\_\_\_  
(Employee's name) (Washington State agency name)

Signature of state personnel officer \_\_\_\_\_

Work phone \_\_\_\_\_ Date \_\_\_\_\_

### RCW 28B.15.558

Waiver of tuition and fees for state employees and educational employees.

(1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges **may** waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section and teachers, other certificated instructional staff under subsection (3) of this section, and K-12 classified staff under subsection (4) of this section. The enrollment of these persons is pursuant to the following conditions:

(a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;

(b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and

(c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

(a) Permanent employees in classified service under chapter 41.06 RCW;

(b) Permanent employees governed by chapter 41.56 RCW pursuant to the exercise of the option under \*RCW 41.56.201;

(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

(4) The waivers available under this section shall also be available to classified staff employed at K-12 public schools when used for coursework relevant to the work assignment.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

<https://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/state-employees-waiver.aspx>