



UNIVERSITY OF WASHINGTON

WASHINGTON STATE EMPLOYEE TUITION EXEMPTION REQUEST

REGISTRATION, 2nd FLOOR SCHMITZ HALL, BOX 355850

Phone: (206) 543-8580 FAX: (206) 616-3222 Email: regoff@uw.edu

READ THE FULL INSTRUCTIONS ON PAGE 2 PRIOR TO FILLING OUT THIS FORM!

- * Employees must be formally admitted to the UW which is a separate process, see reverse side for details.
- * This form is valid for one quarter only. A new form must be submitted for each quarter.
- * This form must be received in the Registration Office, 2nd Floor, Schmitz Hall, Box 355850, no later than 2 weeks (10 working days) prior to the first day of the quarter to allow for processing.

Legal Name of Student (Last)	(First)	(M.I.)	(Jr.,etc.)	<p>The tuition exemption program does NOT cover ENGL 100, 101, 102, 103 or 105; MATH 098, UW Extension or Distance Learning courses; graduate level independent study courses numbered 600, 700, or 800; or any Self-Sustaining (fee-based) courses. Matriculated students cannot use tuition exemption for College of Education courses. Other exclusions are independent study, thesis, dissertation, research Internships, tutorials, private lessons, or practicums. In addition, at the discretion of UW Colleges and Departments, certain state funded courses or programs may be excluded from the Tuition Exemption program on the basis of academic or fiscal considerations.</p> <p>Intended Major:</p> <p>Intended Courses:</p> <p>Number of credits: * <i>Student is financially responsible for tuition in excess of 6 credits</i></p>
Address of Student (Street)			(Apt.)	
(City)	(State)		(ZIP)	
Student Number	Daytime Phone	Date of Birth (Mo./Dy./Yr.)	Male Female	
Name of Agency/Department/Institution of Higher Education				
Position Title		How long in this position? (Yrs./Mos.)		
Email Address				
Signature of Applicant		Date		

CLASSIFICATION

I have read and accept the Guidelines on the reverse side and hereby request tuition exemption as: (Check all that apply.)

Classified Half-time or more Faculty K-12 Instructor
 Non-academic employee Contract Instructional Staff

For which quarter and year are you applying? (Check one quarter only and write in the year.)

Autumn Winter Spring Summer Year

I will take course work to complete a degree to enhance work skills for personal enrichment

Name of Authorizing Person (Please Print)		Job Title	
<input type="text"/>		<input type="text"/>	
Agency		Phone Number	
<input type="text"/>		<input type="text"/>	
Agency's Mailing Address (Street)	(City)	(State)	(ZIP)
<input type="text"/>			

Under the guidelines listed on the reverse side of this form, I certify this person is eligible to enroll using the state tuition exemption program.

Signature of Authorizing Person _____ Date _____

UNIVERSITY OF WASHINGTON STATE EMPLOYEES TUITION EXEMPTION REQUEST INSTRUCTIONS

ELIGIBILITY

Eligible State of Washington employees may receive a tuition exemption for up to six credits each quarter provided they register on a space available basis. Eligible UW employees who register for more than six credits will receive the tuition waiver for the first six credits but will be charged regular tuition for the additional credits.

Space availability applies to degree programs as well as courses. Programs may choose not to accept or enroll employees using the tuition exemption. State employees must meet one of the following requirements to be eligible:

- Non-University of Washington permanent classified or contract state employees employed half-time or more,
- Permanent classified and exempt paraprofessional employees of technical colleges employed half-time or more,
- Nonacademic employees and members of the faculties and instructional staff employed half-time or more at state institutions of higher education other than the University of Washington,
- Classified staff may receive waivers as part of teacher preparation programs (as an alternative to the current limitation to being relevant to their work assignment).

Eligible state employees must hold this status on the day the exemption form is approved and must be in that status on the first day of the quarter for which the tuition exemption is granted.

The University's tuition exemption program does not cover English 100, 101, 102, Math 098, UW Extension or Distance Learning courses, graduate level independent study courses numbered 600, 700 and 800, or any self-sustaining (fee-based) courses. Matriculated students cannot use tuition exemption for College of Education courses. Other exclusions are independent study, thesis, dissertation, research, internships, tutorials, private lessons, or practicums. In addition, certain state funded courses or programs may be excluded from the tuition exemption program on the basis of academic or fiscal considerations.

ADMISSION

State employees must apply for admission to the University and be accepted into a degree program or apply for admission as a non-matriculated student. Applications for new degree seeking students are filed with the Office of Undergraduate Admissions, 320 Schmitz Hall or the Office of Graduate Admissions, G-1 Communications Bldg. Former UW undergraduate students and all non-matriculated students (except graduate non-matriculated) must complete the Non-Matriculated for Tuition Exemption application (available on the UW State Employee Tuition Exemption website). New and returning graduate non-matriculated students (GNM) apply through the Office of Graduate Admissions. All application deadlines must be met and application fees paid.

TIMELINES AND REGISTRATION

A quarterly Tuition Exemption Request form must be submitted to the Registration Office in 2nd Floor, Schmitz Hall at least two weeks before the beginning of the quarter. We accept requests by fax, mail, in person, or scanned and emailed. Participating employees may not register for any tuition exempt qualifying courses prior to their assigned space available registration day, which is the fourth day of the quarter for state employees, or the exemption will be canceled or not accepted. All tuition exemption students register for courses via MyUW. With the instructor's permission, state employees may begin attending classes the first day of the quarter if space is available. However, registration will not be permitted until the fourth day of the quarter.

FEES

State employees registering starting the eighth calendar day of the quarter must pay a late fee of \$25, registering for the first time starting the fifteenth calendar day of the quarter will result in a \$75 late fee. No course adds are accepted after the third week of the quarter. All registration deadlines apply.

State employees are billed a quarterly \$30 registration fee if they register for any courses. This fee is non-refundable even if the student withdraws during the first week of the quarter. A \$20 fee will be charged for all registration changes (but not initial registration) made on a single day beginning the eighth day of the quarter. Participants in the tuition exemption program will be charged the quarterly Technology Fee and any special course fees that may apply.

Tuition exemption students are not entitled to student services funded by the Services and Activities Fee, such as those available from the Hall Health Center and the Intramural Activities Building, nor are they eligible to purchase tickets to athletic or performing arts events at student rates.

GRADES

Grades will be determined and posted to transcripts in the same manner as regular tuition students. Transcripts must be requested from the Transcript Office, 2nd Floor, Schmitz Hall or via MyUW. Grades are available through MyUW.

More complete instructions and information can also be found on our website:

<https://registrar.washington.edu/course-registration/state-employee-tuition-exemption/>

Or by calling the Registration office at 206.543.8580 or emailing regoff@uw.edu

Tuition questions go through Student Fiscal Services at 206.543.4694 or sfshelp@uw.edu