



UNIVERSITY OF WASHINGTON  
**FACULTY/STAFF 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.

Name (Last, First, M.I.)			Quarter	Year	Status Faculty <input type="checkbox"/> Professional Staff <input type="checkbox"/> Classified Staff <input type="checkbox"/>
Student Number	Box No.	E-mail address	UW Phone Number		How long in this position?
Position Title			Phone Number		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.
Department Where Employed			Employment Anniversary Date		
Employee Identification Number			<input type="checkbox"/> I will attend class during my regular working hours. <input type="checkbox"/> I will not		
Class	<input type="checkbox"/> Non-Matric. <input type="checkbox"/> Undergrad. <input type="checkbox"/> Post Bac. <input type="checkbox"/> Grad/Prof. <input type="checkbox"/> GNM		Signature of Employee _____ Date _____ I approve and certify that this employee is employed half time or more under the conditions outlined in the Instructions on the reverse side Signature of Department Head _____ Date _____		Intended Major:  Intended Courses:  Number of credits: * Student is financially responsible for tuition in excess of 6 credits

**ONLY if you selected POST BACCALAUREATE, GRADUATE/PROFESSIONAL, or GRADUATE NON-MATRICULATED (GNM) must you fill out the rest of this form** (Non-matriculated and Undergraduate should not complete this section)

- YES  NO  I am taking this course numbered 400-800 as a post baccalaureate.  
 YES  NO  I am enrolled in a graduate/professional degree program.  
 YES  NO  I am taking this course numbered 400-800 as a graduate non-matriculated

If you have checked YES to any of these questions, THE VALUE OF THE TUITION WAIVER that exceeds \$5,250 for study at the graduate or Professional Level WILL BE INCLUDED IN YOUR GROSS INCOME, and will be subject to income and FICA tax withholding. However, if you document that the class is job related, as defined by the IRS, the value of the tuition waiver may still be excluded from income.

**Definition of Job Related Education:**

The Internal Revenue Service states that job related education must:

- \* be required by your employer or the law to keep your present salary, status, or job (and serve a business purpose of your employer) OR
- \* maintain or improve skills needed in your present job

HOWEVER, even if your education meets one of the above requirements, it is NOT excludable if it

- \* is needed to meet the minimum educational requirements of your present trade or business OR
  - \* is part of a program of study than can qualify you for a new trade or business, even if you have no plans to enter that trade or business.
- (A change of duties is NOT a new trade or business if the new duties involve the same work you did in your old job)

**DOCUMENTATION OF JOB RELATED EDUCATION**

My program of study is job related. YES  NO

If NO, waiver is taxable and you DO NOT NEED to complete the rest of this section.

Describe the content of the course(s) you are taking this quarter:

Describe how the knowledge learned in the above course(s) will improve or enhance your ability to perform your current job:

I request that the value of the waiver for the above job related course(s) be excluded from my taxable income.

Signature of Employee

Date

Signature of Department Head

Date

I have reviewed the above statements and agree that the above course(s) are job related as defined above.

# UNIVERSITY OF WASHINGTON FACULTY AND STAFF TUITION EXEMPTION REQUEST INSTRUCTIONS

## ELIGIBILITY

Eligible University 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. Employees must meet one of the following requirements to be eligible:

- Permanent classified (WPRB) or contract classified employees who are employed half time or more with six months or more of continuous service prior to the first day of the quarter.
- Faculty and professional staff who are employed half time or more on the first day of the quarter of enrollment.

Eligible 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

UW 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, 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 third day of the quarter for UW employees, or the exemption will be canceled or not accepted. All tuition exemption students register for courses via MyUW. With the instructor's permission, UW employees may begin attending classes the first day of the quarter if space is available. However, registration will not be permitted until the third day of the quarter.

## FEES

UW 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.

UW 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](mailto:regoff@uw.edu)

Tuition questions go through Student Fiscal Services at 206.543.4694 or [sfshelp@uw.edu](mailto:sfshelp@uw.edu)