

Tuition Fee Waivers

HR Essentials - August 2009

An eligible employee may enroll in WSU academic courses by utilizing the tuition fee waiver. This program is based on availability of space and facilities. Regular fee-paying students are enrolled first. WSU charges each eligible employee a nonrefundable \$5.00 administrative fee plus any special course fees, laboratory fees, late registration charges or late fee payment charges.

Employees may enroll for up to six credit hours each fall and spring semester and up to four semester hours each summer. Individuals enrolling for more than these hour limits are not eligible for the tuition fee waiver and will be charged the regular tuition rate for all credits taken.

The following individuals are eligible for the fee waiver on a space available basis:

- Civil service employees holding half-time or greater appointments and having permanent status by the tenth day of class.
- Civil Service employees on trial service appointments meeting the above criteria.
- Faculty and administrative professional employees holding half-time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as civil service employees unless otherwise defined by the terms of the applicable bargaining unit contract.
- ROTC faculty and staff employed at WSU who meet the WSU employee eligibility requirements above.
- Employees of other state of Washington agencies or higher education institutions meeting the WSU employee eligibility requirements above.

To take classes, faculty and staff must be admitted to Washington State University. This includes degree and non-degree seeking status. Paper applications for undergraduate admission are available in the Office of Admissions, 370 Lighty Student Services Building. Students interested in Undergraduate programs should contact the Office of Admission at 335-5586 with questions. Students interested in Graduate programs should contact the Graduate School at 335-1446.

To request the tuition fee waiver, complete and print the Tuition Fee Waiver Request form ([BPPM 60.70.6-7](#)).

The head of the employee's employing department approves the employee's enrollment by signing the completed Tuition Fee Waiver Request form. Signature stamps may not be used in lieu of this signature. The department head may deny the request.

The employee must obtain the instructor's signature when

- Auditing a class

Washington State University

Human Resource Services

- Entering a class after the fifth class day
- Entering a class scheduled at a time conflicting with another class in the employee's schedule.
- The employee obtains the instructor's signature on or after the first day of instruction and not later than the second week of instruction.
- The employee must obtain the academic department chair's approval to enter an impacted class on or after the first day of instruction. Impacted classes are high-demand classes that are normally filled by fee-paying students.

After obtaining the appropriate signatures, bring the completed form to Human Resource Services, 139 French Administration Building. A HRS representative will verify eligibility and sign the form of each valid WSU employee request for a fee waiver under the program. HRS begins signing Tuition Fee Waiver requests one week prior to the start of each semester. Forms should be brought to HRS, for signature.

After obtaining a signature from HRS, the requestor must submit the Tuition Fee Waiver Request to the Registrar's Office. The Registrar's Office does not accept Tuition Fee Waiver Requests until the first day of class. This practice assures that fee-paying students are registered before students using space-available waivers. WSU Employees are registered before other state employees.

More information can be found at:

- [BBPM 60.70](#)
- [RCW 28B.15.558](#)
- [Office of the Registrar](#)