



SPACE AVAILABLE Tuition Waiver for WA State Employees

Cascadia College offers a tuition waiver for **permanent** state employees employed at least half time, and to public school teachers and certified instructional staff who hold, or are seeking, endorsement and assignment in state identified shortage areas. The waiver is offered on a space available basis only. Eligible students pay \$10 per credit for up to 6 credits and full tuition for additional credits.

NOTE: A new waiver must be completed each quarter for eligibility using the Tuition Waiver for WA State Employee.

STUDENT INFORMATION		<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	20
STUDENT ID #		BIRTH DATE				
LAST NAME		FIRST NAME				
PHONE #		EMAIL ADDRESS				
STEPS TO ENROLLMENT: Initial as you complete each numbered STEP.						
	1	Complete Student Information Section of this form and a Credit Registration Form.				
	2	Have your Human Resources Office complete below section Certification of Employment.				
	3	If prerequisites were taken at another college/university, please see Academic Advisor for override signature on your Credit Registration Form for eligible prerequisites. Students are responsible with providing proof of prerequisites via transcripts or test scores. Math grades or placement must have occurred within the last 24 months to be valid. If the Math placement or grade has been more than 24 months, students must reassess by placement.				
	4	Attend the class and let the instructor know that you plan to register using the Space Available Tuition Waiver for WA State Employees. If there is a space available, obtain the instructor's permission by signature on your Credit Registration Form or attach a clearly stated email from the instructor that notes your name, item number, course abbreviation and course number and permission to enroll.				
	5	If you are a new student at Cascadia, you must complete the admissions application and pay the application fee before enrolling in classes.				
	6	Submit the completed Credit Registration Form, this completed form, and photo ID to Enrollment Services beginning the day of the quarter to get officially enrolled in the class.				
	7	Pay tuition and fees at the time of registration.				
STUDENT SIGNATURE	x				DATE	

INSTRUCTIONS TO HUMAN RESOURCES OFFICE:

CERTIFICATION OF EMPLOYMENT BY HUMAN RESOURCES (TO BE COMPLETED BY AUTHORIZED HUMAN RESOURCES REPRESENTATIVE)			
The employee must be employed in permanent status. Please complete and sign section below and return to the employee.			
EMPLOYEE NAME		JOB TITLE	
<i>I CERTIFY THAT THE ABOVE NAMED INDIVIDUAL IS A <u>PERMANENT</u> FULL-TIME OR <u>PERMANENT</u> PART-TIME EMPLOYEE (50% FTE OR HIGHER) AS DESCRIBED UNDER RCW 28B.15.5 WITH THE STATE AGENCY LISTED BELOW OR THAT THEY ARE A PUBLIC SCHOOL TEACHER OR <u>CERTIFIED</u> INSTRUCTIONAL STAFF WHO HOLD, OR ARE SEEKING, ASSIGNMENT AND ENDORSEMENT IN A STATE IDENTIFIED SHORTAGE AREA.</i>			
AGENCY			
MAILING ADDRESS			
NAME OF HR REPRESENTATIVE		JOB TITLE	
HR REPRESENTATIVE SIGNATURE		DATE	

REVISED VA 8/2015