**WENATCHEE VALLEY COLLEGE Application for Tuition Exemption Program**

Registration Office Washington State Employees

1300 Fifth Street Members of the Washington State National Guard

Wenatchee, WA 98801 Eligible K-12 Employees

(509) 682-6806

**This request is valid only for one quarter.**

**1. Please type or print in ink.**

**2. Sign and date the application.**

**3. Submit your request when you register.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First Name | | | Middle Initial |
| Street | | | | |
| City | | State | Zip | |
| Student ID# (may use Social Security Number) | | | | |

I have read and accept the guidelines on the reverse side and hereby request tuition exemption as:

(Check all that apply)

❑ Full-time ❑ Permanent Classified (RCW 41.06) ❑ National Guard ❑ Classified

❑ Half-time or more ❑ Faculty ❑ Admin./Exempt ❑ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For which quarter and year are you applying?

❑ Fall ❑ Winter ❑ Spring ❑ Summer Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Signature of Applicant | Date |

**ELIGIBILITY CERTIFICATION**

**WVC Employee**

I certify that the above individual is eligible to enroll under the tuition exemption program for WVC employees.

\*Supervisor permission required for classes taken during scheduled working hours.

**Washington State National Guard**

I certify that the above individual is a member of the National Guard and is eligible to enroll under the tuition exemption program for Washington National Guard members.

**State of Washington Employees** (not WVC)

I certify that the above individual is an employee of a state of Washington agency or institution of higher education and is eligible to enroll as defined on the reverse side of this form under the tuition exemption program for state of Washington employees.

**K-12 Employee**

I certify that the above individual is an employee in the K-2 system and is eligible to enroll as defined on the reverse side of this form under the tuition exemption program for K-12 employees.

|  |  |
| --- | --- |
| Human Resources Signature | Date |
| Supervisor Signature\* | Date |

|  |  |  |
| --- | --- | --- |
| National Guard Signature | Title | Date |
| Unit Location | | NG Telephone No. |

|  |  |  |  |
| --- | --- | --- | --- |
| State Agency Name | | Title | Date |
| Authorized Agency Representative Signature | Print Name | | Telephone No. |

|  |  |  |
| --- | --- | --- |
| Agency Name | Shortage Area | Date |
| Supervisor or Personnel Officer Signature | Print Name | Telephone No. |

**Guidelines for Space-Available Tuition-Exemption Program for State of Washington Employees, Members of the Washington State National Guard and Eligible K-12 Employees**

**ELIGIBILITY**

State of Washington employees, members of the Washington State National Guard and eligible K-12 employees may receive a tuition-exemption each quarter provided they register on a space-available basis.

Eligible employees and guardsmen must be in one of the following categories:

1. Permanent classified state employees employed half-time or more;
2. Permanent classified and exempt paraprofessional employees of technical colleges employed half-time or more;
3. Faculty, counselors, librarians, and exempt professional and administrative employees of Washington public institutions of higher education employed half-time or more;
4. Members of the Washington State National Guard.
5. K-12 teacher or certificated instructional staff person employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

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. Wenatchee Valley College’s tuition exemption program does not include independent study or any continuing education (self-support) classes.

# REGISTRATION

Tuition exemption applications must be submitted at the time of registration. Enrollment is not permitted prior to the appropriate date listed below. Eligible individuals may enroll for a maximum of six (6) credits each quarter. **Individuals enrolling for more than six (6) credits are not eligible for the tuition waiver program.**

With **instructor’s permission**, employees planning to register on a space-available basis may begin attending class the first day of the class, if space is available. Registration, however, will not be permitted until the sixth (6th) day of the class for WVC employees and the eighth (8th) day of the class for employees of other state agencies and members of the Washington State National Guard. All employees must be registered by the 10th day of the class.

**FEES**

Employees using this exemption pay a $5.00 per class fee, a $5.00 registration fee, a $3.00 per credit technology fee and any special fees that may apply. Employees registering before the assigned tuition-exemption date will not be permitted to convert to the tuition-exemption program and will be required to pay regular tuition for all registered credits.

**GRADES**

Grades will be determined and posted to transcripts in the same manner as regular tuition students. Transcripts must be requested from the Admissions/Registration Office. Grades are available on the Internet for all quarters included on your official transcript, or can be picked up at the Admissions/Registration Office approximately 3-5 days after final exams.