

Employee Tuition Waiver Form

Today's date Transactions on this form are to be processed for: enter the term/year. Registration form must be submitted with this form.

NET ID # Term/Year Last Name, First Name, MI Former Name

EWU address dept/office (room #/building) Current Daytime Phone # (please include area code) Email address

Date of Hire Job Title Supervisor Employment info: faculty administrative classified

Self support and summer session courses are not eligible for tuition waivers. There must be space available in the course for registration to occur. Participants approved to use the tuition fee waiver will not be allowed to waitlist or get instructor permission to over enroll in a course. Membership in the university recreational facilities is required to register for any classes housed in those facilities. Recreational facilities include the University Recreation Center, PHASE and all university fields and courts. Membership is attained in one of two ways: either by paying the mandatory URC fee as a student or by purchasing an employee or community membership for the period of the class.

CRN#	Course Prefix, Number & Section	Title	Credits	Days	Start	Stop	Indicate if personal enrichment degree related work related
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total credits (10 maximum)

General registration information: employees are responsible for officially dropping or withdrawing from any course(s) they have enrolled in that they no longer want to attend. All applicable grading and late registration policies apply, visit www.ewu.edu/registrar.

Eligibility for EWU employee tuition waiver: As authorized by RC 28B.15.558 and EWU policy, eligible employees may take up to 10 credits for a non-refundable \$5 fee (plus all applicable course fees and/or late fees that may apply). Registration of over 10 credit hours and/or registering for course(s) earlier than seven days prior to the beginning of the quarter negates the employee's eligibility for the tuition waiver and will result in full tuition and fees being assessed. All fees must be paid in full at the time of registration.

To be eligible for the EWU employee tuition waiver you must meet the following requirements:

1. Be a permanent employee of Eastern Washington University. Classified employees must have obtained permanent status.
2. Submit a completed EWU employee tuition waiver form for each term the waiver is requested.
3. Submit a completed EWU employee tuition waiver form for any course(s) added after an initial waiver form has been submitted.
4. If seeking a degree, the employee must be formally admitted to the university by the published admissions deadline.
5. If not degree seeking, the employee may use the quick start registration process to create a matriculation enrollment.
6. Registration and payment must take place in person and accompany the registration add/drop form.
7. Pay the \$5 non-refundable tuition waiver fee and all applicable course and/or late fees at the time of registration.
8. Request registration for state supported course(s) no earlier than seven days before the beginning of the term.

I understand that I will be held academically and financially responsible for all registered course(s) I request. I understand that I am responsible for making sure that my registration is correct at all times during the quarter. Submission of this tuition waiver form and registration form obligates me for payment of the applicable fees. Failure to attend classes or adhere to quarter registration/payment deadlines does not relieve me of my academic and/or financial obligations.

I have read and understand the student responsibility statement above and am aware of my responsibilities as an EWU student.

Employee Signature Date

Approval signatures (required)

Applicable Course(s)

- course(s) taken during regular work hours is work-related and does not require make-up time.
- course(s) taken during regular work hours is degree-related and requires make-up time.
- course(s) taken during regular work hours is for personal enrichment and requires make-up time.
- no course(s) are taken during regular work hours for this employee.

Supervisor/Department Chair Signature

Academic Dean Signature (For Faculty Only)

Human Resources/Academic Personnel Signature

