# 1600.130 EMPLOYEE TUITION WAIVER PROCEDURE

Pursuant to [RCW 28B.15.558](http://search.leg.wa.gov/wslrcw/RCW%20%2028B%20TITLE/RCW%20%2028B.%2015%20%20CHAPTER/RCW%20%2028B.%2015%20.558.htm), Wenatchee Valley College is authorized to waive tuition, operating, and service and activities fees for full-time state employees and members of the National Guard enrolling in courses provided by the college.

### 1. Special fees will not be waived.

### 2. Continuing education and self-support classes are excluded from this policy.

### 3. Enrollment will be on a space-available basis after opportunity has been given for regular students to register. Wenatchee Valley College employees will be permitted to register on a space available basis after the fifth (5th) day of classes. All other eligible state employees and National Guard members may register after the 7th day of classes.

### 4. No new or additional courses or course sections will be created for the purpose of accommodating students enrolled on an employee tuition waiver.

### 5. Enrollment information on employees enrolled on a space-available basis will be maintained separately from other enrollment information and will not be included in official enrollment reports.

### 6. No one enrolled under this provision will be included in any enrollment statistics that affect budgetary determinations.

### 7. Computations of enrollment levels, student/faculty ratio, or other similar enrollment-related statistics will exclude student credit hours generated by enrollments for which waivers have been granted under this policy.

### 8. Employees enrolling on a space-available basis will pay an enrollment fee of $5 per class per quarter in addition to any lab fees required. *Enrollment with this tuition waiver is limited to six (6) credits per quarter. Students enrolling for more than six (6) credits are not eligible for the tuition waiver program.*

## A. DEFINITION OF FULL‑TIME EMPLOYEE:

### 1. Permanent classified state employees employed half-time or more.

### 2. Faculty, counselors, librarians, and exempt professional and administrative employees of Washington public institutions of higher education employed half-time or more.

### 3. Permanent classified and exempt paraprofessional employees of technical colleges employed half-time or more.

Approved by the president’s cabinet 3/28/01

Presented to the board of trustees

Last reviewed: \_\_/\_\_/\_\_

Procedure contact: Administrative Services

Related policies and procedures