

TUITION WAIVER REQUEST

Clark College Employee / Washington State Employee



NAME (Last, First, Middle Initial)			ctcLink ID (if applicable)	DAY PHONE NUMBER	EVENING PHONE NUMBER
RESIDENCE ADDRESS			DEPARTMENT (Clark College Employee Only)		POSITION TITLE (State of WA Employee Only)
CITY	STATE	ZIP	EMAIL ADDRESS		

Courses		Check a Box	
Course Title (e.g. ENGL& 101)	Meeting Time	FALL	<input type="checkbox"/>
		WINTER	<input type="checkbox"/>
		SPRING	<input type="checkbox"/>
		SUMMER	<input type="checkbox"/>

ELIGIBILITY CERTIFICATION

FOR CLARK COLLEGE EMPLOYEES	
Supervisor Signature (if course is during employee's regularly-scheduled work hours)	Human Resources Signature (no earlier than 7 days before class begins)
Date	Date

FOR STATE OF WASHINGTON EMPLOYEES			
AGENCY SIGNATURE (no earlier than 7 days before class begins)	TITLE	DATE	TELEPHONE
STATE AGENCY NAME	AGENCY ADDRESS		

WHO IS ELIGIBLE FOR A TUITION WAIVER

1. Clark Employees

Employment Classification	Eligible for Tuition Waiver?	Eligibility Begins
Classified Staff (minimum half-time)	Yes	First day of employment
Administrative and Exempt (minimum half-time)	Yes	First day of employment
Faculty (minimum 50% load)	Yes	First day of employment/term
Hourly or Temporary Staff	No	

2. Washington State Employees

"State of Washington employees" means persons employed half-time or more in one or more of the following employee classifications.

- Permanent employees in classified service under [Chapter RCW 41.06](#)
- Permanent employees governed by [Chapter RCW 41.56](#) and Exempt Paraprofessional employees of technical colleges; and, Faculty, Counselors, Librarians, and Exempt Professional and Administrative employees at institutions of higher education as defined in [Chapter RCW 28B.10.016](#)

3. Non-eligible Individuals

- K-12 employees and city/county employees
- Students: Students may not enroll in classes paying regular tuition, then drop and re-register using the tuition waiver in order to create an available seat in the class.

ENROLLMENT AND FEES

Clark Employees

- Clark College waives tuition and facilities/matriculation fees for authorized Clark Employees for eligible classes without limit per term.
- A non-refundable registration fee of \$5.00 per term, plus class fees if applicable

Washington State Employees

- Eligible Washington State Employees may enroll in a maximum of two eligible classes, on a space-available basis per term, at a reduced tuition rate.
- A non-refundable registration fee of \$5.00 per term plus 20% of the tuition cost per credit hour, plus class fees if applicable
- A per-credit hour fee for facilities/matriculation is charged. See www.clark.edu/registration for current fees.

STUDENT BENEFITS

- Individuals solely enrolled under the tuition waiver program are not entitled to student benefits such as participation in ASCC programs funded by the Service and Activity Fee.
- Individuals solely enrolled under the tuition waiver program must adhere to all existing College academic policies and procedures.

COURSE EXCEPTIONS

- Generally tuition can be waived under the requirements of this program for all state-funded (credit-bearing) courses.
- Tuition cannot be waived for self-supported classes (e.g. Community, Continuing Education, and Customized Training Classes)

FORMS, APPROVALS AND REGISTRATION

Clark Employees

1. Download the **Clark College Tuition Waiver Request Form** at <http://www.clark.edu/enroll/registration/>
2. Complete form, obtain signatures from your Supervisor if the course is scheduled during your regularly-scheduled work hours and from Human Resources (no earlier than 7 days prior to the beginning of the term).
3. Obtain **Registration Form** online at <https://www.clark.edu/enroll/registration/documents/registration-form.pdf>.
4. Check seat availability at <http://www.clark.edu/current/index.php>
 - a. Instructor signature is required, regardless of space availability, beginning the 3rd day of the term.
5. Present both completed forms and photo ID to Enrollment Services, after the first class session, in order to complete the registration process.

Washington State Employees

1. Download the **Clark College Tuition Waiver Request Form** at <http://www.clark.edu/enroll/registration/>
2. Complete form and obtain signatures from your agency as indicated (no earlier than 7 days prior to the beginning of the term).
3. Obtain Registration Form online at <https://www.clark.edu/enroll/registration/documents/registration-form.pdf>.
4. Submit both signed forms and photo ID to Enrollment Services before the 10th business day of the term (8th business day of summer term), to register for the class and pay all associated fees.
5. Individuals may attend class during the first week of the term, prior to final determination of space availability.
6. Space availability will be finalized/determined on the 6th business day of the term and registration must be completed by the 10th business day (8th business day of summer term).