



# REQUEST FOR TUITION WAIVER

## Employees of Washington State

Bellingham Technical College  
3028 Lindbergh Avenue  
Bellingham, WA 98225

Registration  
[registration@btc.edu](mailto:registration@btc.edu) 360.752.8350

*This form is for non-BTC state employees. BTC employees use respective BTC Request for Tuition Waiver form.*

I request a tuition waiver under RCW 28B.15.558 and in accordance with Bellingham Technical College Policies and Procedures. I understand and agree to the following:

- I will apply for admissions to Bellingham Technical College online at [www.btc.edu/ApplyOnline](http://www.btc.edu/ApplyOnline).
- I am required to pay a registration fee of \$10.00 per course, up to 2 classes per quarter.
- I am responsible to pay all other program and class fees associated with the class that are not eligible for tuition waiver. These are in addition to mandatory fees, which include general processing fees, eLearning fees, ASB Center fees, technology fees, etc.
- I understand that the tuition waiver is valid on a space available basis only. Instructors cannot over-enroll their classes in order for me to use this waiver, or be put on a waitlist.
- I understand that I must register and submit this completed tuition waiver form and a completed Registration form to the Registration Office no earlier than the third instructional day of the class. Registrations prior to this will not be accepted for tuition waiver. Late enrollments are at the discretion of the instructor.
- BTC may give their own employees preference before considering waivers for eligible persons not employed by the college.
- I understand this tuition waiver is not eligible for self-support classes.

**CERTIFICATION:** (to be completed by the employee)

I certify that I understand the conditions of this waiver request.

_____	_____	_____
Name (Please Print)	SID Number	Quarter/Year
_____	_____	_____
Employee Signature	Date	Phone

**ELIGIBILITY CERTIFICATION:** (to be completed by the employee’s institutions Human Resources/designee)

This employee is at least half-time and meets the following eligibility criteria under RCW 28B.15.558 (2), (3) or (4).

2a    2b    2c    2d    3    4   (see reverse side)

I certify that this employee is eligible to enroll under the tuition waiver guidelines listed on the reverse of this form, per RCW 28B.15.558, and per Bellingham Technical College policies and procedures.

_____	_____	_____	
Signature	Date	Phone	
_____	_____		
Name, Title	Agency Name		
_____	_____	_____	_____
Street Address	City	State	Zip Code

# REQUEST FOR TUITION WAIVER

## Employees of Washington State

### RCW 28B.15.558

#### Waiver of tuition and fees for state employees and educational employees.

(1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section and teachers, other certificated instructional staff under subsection (3) of this section, and K-12 classified staff under subsection (4) of this section. The enrollment of these persons is pursuant to the following conditions:

- (a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;
- (b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and
- (c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

- (a) Permanent employees in classified service under chapter [41.06](#) RCW;
- (b) Permanent employees governed by chapter [41.56](#) RCW pursuant to the exercise of the option under \*RCW [41.56.201](#);
- (c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and
- (d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW [28B.10.016](#).

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

(4) The waivers available under this section shall also be available to classified staff employed at K-12 public schools when used for coursework relevant to the work assignment.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.