

## CCS Administrative Procedure

### 5.05.05-C CCS Employee Tuition Waiver

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#### Implementing Board Policy [5.05.05](#)

Contact: Chief Financial Officer, 434-5275

#### 1.0 Purpose

CCS has the authority to waive all or a portion of tuition and services and activities fees for CCS employees employed one-half time or more ([RCW 28B.15.558](#)). This procedure outlines the waiver process. Questions regarding the implementation of this waiver or application for admission should be directed to the college admissions/registration office at Spokane Community College (SCC) or Spokane Falls Community College (SFCC).

#### 2.0 Limitations and Requirements

- 2.1 Employee Eligibility. Eligible CCS employees working one-half time or more include administrative, professional exempt, confidential exempt, annually contracted employees, adjunct faculty and non-probationary classified employees.
- 2.2 Waiver Eligibility. Waivers are granted on a space-available basis only. Waiver enrollments are non-counting and do not increase the number of state supported full-time equivalent students.
- 2.3 Class Space Availability.
  - 2.3.1 Space availability is determined on first day of the academic quarter for classes that follow the regular college academic calendar.
  - 2.3.2 Space availability is determined on the first day of the course for short courses and for courses starting prior to the first day of the regular academic quarter.
  - 2.3.3 No new or additional courses or course sections shall be created for the purpose of accommodating enrollment of students requesting this waiver.
  - 2.3.4 CCS employees interested in this waiver are not allowed to create space by initially enrolling and paying regular tuition and course fees and then withdrawing in order to participate in the waiver program.
- 2.4 Eligible Classes.
  - 2.4.1 The space available waiver can only be used for state-support credit classes.
  - 2.4.2 Eligibility for telecourses and CCS online courses is dependent on the base class capacity.
- 2.5 Excluded Courses. Courses excluded from use of the tuition waiver option are self-support courses, contract courses, WAOL courses, special admission courses, independent study and internship courses, ungraded courses (refer to waivers specific to ungraded courses), or any other course where the maximum class size may vary with enrollment or instructional costs are determined based on enrollment in the course; i.e., online courses and telecourses.

#### 3.0 Credit Limit

- 3.1 The waiver is by class only and limited to six credits per quarter. The approved waiver must cover the assigned credits for the class.
- 3.2 Exceptions to the six credit limit may be granted by the college president or the chancellor for eligible faculty and other CCS employees when an employee needs an exception to meet degree or other requirements.

- 3.3 An employee cannot register for a class using a combination of the waiver and as a regular fee paying student.

#### 4.0 Enrollment and Registration

- 4.1 Prior to registering for a course, employees must complete the normal college admission requirements including payment of the one-time application fee.
- 4.2 Approximately two weeks prior to the beginning of the quarter complete a CCS Employee Tuition Waiver form and obtain the required signatures.
- 4.2.1 Submit the completed form to the Human Resources Office, MS 1004, to obtain the employee eligibility verification signature.
- 4.2.2 The Human Resources Office will forward the approved form(s) to the admissions/registration office.
- 4.2.3 Student registration is required by the end of the fifth business day of the quarter.
- 4.3 Waiver fee, applicable lab and course fees, and other approved fees are due at the time of registration.
- 4.3.1 Fees are subject to change and are assessed according to the official CCS tuition and fee schedule.
- 4.3.2 Pay all required fees at the college cashier's office or via the college web site.
- 4.4 Refunds are processed according to the established CCS tuition and fee refund schedule.

#### 5.0 College Contacts

- 5.1 [SCC Admissions/Registration](#) Office, 533-8860
- 5.2 [SFCC Admissions/Registration](#) Office, 533-3500

#### 6.0 Related Information

- 6.1 [RCW 28B.15.558](#) – Waiver of tuition and fees for state and educational employees
- 6.2 CCS Employee Tuition Waiver, [CCS #40-130](#)
- 6.3 CCS Administrative Procedure [5.05.10-A, Refunds](#)
- 6.4 [Faculty Master Contract](#)
- 6.5 [Classified Staff Collective Bargaining Agreement](#)