

## CCS Administrative Procedure

### 5.05.05-D Washington State Public Employee Tuition Waiver

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

Contact: Chief Financial Officer, 434-5275

#### 1.0 Purpose

Community Colleges of Spokane (CCS) has the authority to waive all or a portion of tuition and services and activities fees for eligible Washington State agency employees; higher education employees; and certain teachers and other certified instructional staff employed at public common and vocational schools ([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 admissions/registration office at Spokane Community College (SCC), Spokane Falls Community College (SFCC), or the Institute for Extended Learning (IEL).

#### 2.0 Limitations and Requirements

2.1 Public employees eligible for this waiver include:

- 2.1.1 Employees of state agencies employed one-half time or more as non-probationary or project classified employees.
- 2.1.2 Employees of public higher education institutions employed one-half time or more as faculty, counselors, librarians, exempt professional, administrative, and classified (non-probationary or project) employees.
- 2.1.3 Teachers and other certified instructional staff employed at public common (school district) and vocational schools, holding or seeking a valid endorsement and assignment in a state identified shortage area. For the purposes of this waiver identified shortage areas include:
  - 2.1.3.1 secondary mathematics;
  - 2.1.3.2 secondary science;
  - 2.1.3.3 special education services; and
  - 2.1.3.4 English language learner programs.

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 the third, fourth, and fifth day of the academic quarter for classes that follow the regular college academic calendar.
- 2.3.2 Space availability is determined on the third, fourth and fifth 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 individuals requesting this waiver.
- 2.3.4 Individuals 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 (6) credits per quarter. The approved waiver must cover the assigned credits for the class.
- 3.2 An individual 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 Individual admission to the college including payment of the one-time application fee must be completed prior to registering for a course.
- 4.2 Complete the CCS [Washington State Public Employee Tuition Waiver](#) form and obtain the required signatures prior to attending class. The form is available on the CCS Internet web site at [www.ccs.spokane.edu](http://www.ccs.spokane.edu).
- 4.3 Take the completed waiver form to the college admission/registration office after 9:00 a.m. on the third day of the quarter through the end of business the fifth day of the quarter (based on the college academic calendar). Student registration is required by the end of the fifth business day of the quarter.
- 4.3.1 If space is available in the class, you will be asked to complete the required admissions/registration forms and your enrollment request will be processed.
- 4.3.2 Instructors cannot accept course overloads.
- 4.4 Attendance in class during the first five days of the quarter is allowed by permission of the instructor. Attendance beyond the fifth day is not allowed unless the student has registered for the class.
- 4.5 Waiver fee, applicable lab and course fees, and other approved fees are due at the time of registration. Fees are subject to change and are assessed according to the CCS tuition and fee schedule. After registering, pay all required fees at the college cashier's office or via the college web site.
- 4.6 Parking permits are required for parking on-campus (day and evening). Parking permits are available at the college cashier's office. The student's vehicle license plate number is required to purchase a permit.
- 4.7 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, 533-3305
- 5.3 [IEL Admissions/Registration](#) Office, 279-6004

**6.0 Related Information**

- 6.1 [RCW 28B.15.558](#) – Waiver of tuition and fees for state and educational employees
- 6.2 CCS Washington State Public Employee Tuition Waiver, [CCS #4093](#)
- 6.3 [CCS Tuition, Fees and Waivers Schedule](#)
- 6.4 [CCS Academic Calendars](#)
- 6.5 CCS Administrative Procedure [5.05.10-A, Refunds](#)

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