

## CCS Administrative Procedure

### 5.05.05-F Senior Citizen 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 residents who are sixty years of age or older. ([RCW 28B.15.540](#)). 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 Washington residents who are sixty years of age or older are eligible for this waiver.
- 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 Classes may be taken for audit only, not college credit.
  - 2.4.3 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 Enrollment and Registration

- 3.1 A waiver fee is charged per class. Fees are subject to change and are assessed according to the CCS Tuition, Fees and Waiver Schedule. The waiver is limited to two classes per quarter.

- 3.2 Registration must be made in person at 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.
  - 3.2.1 If space is available in the class, the student will complete the required admissions/registration forms and the enrollment request will be processed.
  - 3.2.2 Student must present proof of age. A driver's license or other form of photo identification issued by Washington State will be accepted.
  - 3.2.3 Instructors cannot accept course overloads.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 Refunds are processed according to the established CCS tuition and fee refund schedule.

#### 4.0 College Contacts

- 4.1 [SCC Admissions/Registration](#) Office, 533-8860
- 4.2 [SFCC Admissions/Registration](#) Office, 533-3305
- 4.3 [IEL Admissions/Registration](#) Office, 279-6004

#### 5.0 Related Information

- 5.1 [RCW 28B.15.540](#) – Waiver of tuition and fees for residents sixty years of age or older
- 5.2 [CCS Tuition, Fees and Waiver Schedule](#)
- 5.3 [CCS Academic Calendars](#)
- 5.4 CCS Administrative Procedure [5.05.10-A, Refunds](#)