SPSCC EMPLOYEE TUITION AND FEE WAIVER

Subject to the limitations and based on RCW 28B.15.740 (1), South Puget Sound Community College (SPSCC) may waive all or a portion of tuition and fees for all full and part-time employees of SPSCC. Part-time is defined as those classified and exempt employees working regularly 20 hours or more per week and faculty teaching 7-1/2 credits or more per quarter. This program is open for college employees to take college classes at a reduced fee.

College employees participating in this waiver program can register during open registration. Class(es) must have open seats at the time of registration. Forms must be completed and submitted no later than the 10 instructional day of each quarter (8th day during Summer).

Year/Quarter _____

Last Name | First Name | Middle

Student ID Number | Day Phone | E-mail Address

Mailing Address | City | State | Zip

I would like to register for the following course(s) under the SPSCC Employee Tuition and Fee Waiver Program:

Item #	Class	Day and Time Class Meets

- I understand I must meet the employment requirements of this SPSCC Employee Tuition and Fee Waiver Program.
- I understand there is a non-refundable registration fee of $5.00 plus $3.14 per credit per quarter and I will have to pay any special or laboratory fees normally assessed to students enrolling in the class(es) I have selected.
- I have informed my immediate supervisor of my intention to enroll in class(es) utilizing this SPSCC Employee Tuition and Fee Waiver.

Employee Signature | Date | Supervisor Signature | Date

VERIFICATION OF EMPLOYMENT BY HUMAN RESOURCES

I verify that _____ is an employee of South Puget Sound Community College _____ quarter, who is a permanent employee working regularly 20 hours or more per week, or as a faculty member teaching 7½ credits or more per quarter.

Human Resource Representative | Date