



Lower Columbia College  
**Tuition Waiver**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State                      Zip

\_\_\_\_\_  
Name of State Agency

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Quarter of Enrollment

**\$10 Classes at LCC as long  
as you meet eligibility  
requirements!**

Contact HR, 442-2120, for details  
about eligibility or information about  
tuition discounts at other colleges.

**\*\*\* TO BE COMPLETED BY A HUMAN  
RESOURCES REPRESENTATIVE\*\*\***

I verify that \_\_\_\_\_  
is a half-time or more permanent state employee and is  
currently employed with:

\_\_\_\_\_  
(State Agency)

and holds the position of:

\_\_\_\_\_  
(Job Classification)

If the employee applying for this waiver is a K-12 employee, I  
verify that the employee is a teacher or other certified  
instructional staff holding or seeking a valid endorsement and  
assignment in the state-identified shortage area of:

\_\_\_\_\_

If the employee applying for this waiver is a classified staff  
member employed at a K-12 public school, I verify that the  
coursework they are enrolling in is applicable to their work  
assignment.

Yes

No

\_\_\_\_\_  
Printed Name of HR Rep.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of HR Rep.

\_\_\_\_\_  
Date

## TUITION WAIVERS FOR STATE EMPLOYEES

### **WHO IS ELIGIBLE:**

Employees of the State of Washington\* who are permanent and work half time or more, including faculty, counselors, librarians, exempt professional and administrative employees of all public higher education institutions, and classified employees of state agencies and public higher education institutions. In addition, 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.

*\* State employees are those who fall under the jurisdiction of the Washington State Merit System and the Higher Education Personnel System. This does not include employees of school districts, municipal government or county governments.*

### **HOW TO ENROLL AT LOWER COLUMBIA COLLEGE:**

#### **Lower Columbia College employees:**

Complete applicant section of waiver form, have HR complete eligibility verification section. Take form to Registration. Enroll on a space-available basis, after the first class meeting. Pay \$10 per class plus all applicable fees.

#### **Other state employees:**

Complete applicant section of waiver, take form to your employer's HR department for eligibility verification. Bring form to LCC Registration. Enroll on a space-available basis between the third and tenth days of the quarter. Pay \$10 per class plus all applicable fees.

### **ENROLLMENT LIMITATIONS:**

This waiver applies only to state-supported courses. It does not apply to contract, self-support, community education, apprenticeship, selective-admission programs (including but not limited to nursing & Bachelor degree programs), or other non-state supported courses. Employees are limited to two courses per quarter under this waiver. Preference is given to employees of Lower Columbia College. No new sections may be created to accommodate students under this waiver. Students may not pre-enroll at the regular rate to “hold” a space and then withdraw and re-enroll to pay the lower fee.

**AUTHORIZATION:** House Bill 1047, Laws of 1997, Chapter 211. RCW 28B.15.558  
House Bill 5051, Laws of 2007 Chapter 461 RCW 28B.15.012