

Name (Last, First, M.I.)		Quarter	Year
Student Number	Box No.	E-mail address	
Status	<input type="checkbox"/> Faculty <input type="checkbox"/> Professional Staff <input type="checkbox"/> Classified Staff		How long in this position?
Position Title			UW Phone Number
Department Where Employed			Employment Anniversary Date
Employee Identification Number			Number of credits (Student responsible for tuition in excess of 6 credits)
<input type="checkbox"/> I will attend class during my regular working hours. <input type="checkbox"/> I will not			
Class	<input type="checkbox"/> Non-Matric. <input type="checkbox"/> Undergrad. <input type="checkbox"/> Post Bac. <input type="checkbox"/> Grad/Prof. <input type="checkbox"/> GNM		
Signature of Employee _____ Date _____		<b>I approve and certify that this employee is employed half time or more under the conditions outlined in paragraphs 1 and 2 of the Eligibility and Instructions section.</b>	
Signature of Department Head _____ Date _____			

**ELIGIBILITY AND INSTRUCTIONS:**

- The tuition exemption program is available to permanent classified (WPRB) or contract classified employees of the University of Washington who are employed half time or more. Such employees must have 6 months of continuous service prior to the quarter of enrollment to be eligible for this exemption. Faculty and professional staff must be employed half time or more on the first day of the quarter of enrollment.
- Eligible employees must hold this status on the day the exemption form is approved, and must be employed on the first day of the quarter for which the tuition exemption is granted.
- Employees must be **FORMALLY ADMITTED** to the University and assigned a student number before registering. Admission application fees and deadlines apply and are non-refundable.
- The form must be received in the Registration Office, Summit Hall, BOX 358501, no later than 10 working days prior to the first day of the quarter to allow for processing. Form can also be emailed to registrar office at [uwbreg@uw.edu](mailto:uwbreg@uw.edu)**
- A \$30 registration fee will be billed to you if you register in a course. This fee is nonrefundable. Participants in the tuition exemption program will be charged the quarterly Technology Fee and any special course fees that may apply.
- Students registering after the first week of the quarter must pay a late fee. No course adds are accepted after the third week of the quarter. All registration deadlines apply.
- This form is valid for one quarter only.
- Registration instructions are available or via the Student Guide on the UW Home Page <http://www.uwb.edu/registration/exempt>
- Register via MyUW beginning the 3rd day of the quarter.

**FOR GRADUATE, PROFESSIONAL, GRADUATE NON MATRICULATED (GNM), OR POST BACCALAUREATE STUDENTS**

- YES  NO  I am enrolled in a graduate/professional degree program.
- YES  NO  I am taking this course numbered 400-800 as a graduate nonmatriculated student (GNM).
- YES  NO  I am taking this course numbered 400-800 as a post baccalaureate.

If you have checked YES to any of these questions, THE VALUE OF THE TUITION WAIVER that exceeds \$5,250 for study at the graduate or professional level WILL BE INCLUDED IN YOUR GROSS INCOME, and will be subject to income and FICA tax withholding. However, if you document that the class is "job related," as defined by the IRS, the value of the tuition waiver may still be excluded from income.

**DEFINITION OF "JOB RELATED" EDUCATION**

The Internal Revenue Service states that "job related" education must

- be required by your employer or the law to keep your present salary, status, or job (and serve a business purpose of your employer) OR
- maintain or improve skills needed in your present job

HOWEVER, even if your education meets one of the above requirements, it is NOT excludable if it

- is needed to meet the minimum educational requirements of your present trade or business OR
- is part of a program of study that can qualify you for a new trade or business, even if you have no plans to enter that trade or business. (A change of duties is NOT a new trade or business if the new duties involve the same work you did in your old job.)

**DOCUMENTATION OF "JOB RELATED" EDUCATION**

YES  NO  My program of study is job related. (If NO, waiver is taxable and you DO NOT NEED to complete the rest of this section.)

Describe the content of the course(s) you are taking this quarter:

Describe how the knowledge learned in the above course(s) will improve or enhance your ability to perform your current job:

I request that the value of the waiver for the above job related course(s) be excluded from my taxable income.

Signature of Employee	Date
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

I have reviewed the above statements and agree that the above course(s) are "job related" as defined above.

Signature of Department Head	Date
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# UNIVERSITY OF WASHINGTON BOTHELL SPACE-AVAILABLE TUITION-EXEMPTION PROGRAM FOR UNIVERSITY OF WASHINGTON EMPLOYEES

## ELIGIBILITY

Eligible University of Washington employees may receive a tuition exemption for up to six credits each quarter provided they register on a space available basis. Eligible employees who register for more than six credits will receive the tuition waiver for the first six credits but will be charged regular tuition for the additional credits.

Space availability applies to degree programs as well as courses, and programs may choose not to accept or enroll employees using the tuition exemption.

Employees must meet one of the following eligibility requirements:

1. Permanent classified (WPRB) or contract classified employees who are employed half time or more with six months or more of continuous service prior to the first day of the quarter.
2. Faculty and professional staff who are employed half time or more on the first day of the quarter of enrollment.

Eligible employees must hold this status on the day the exemption form is approved, and must be in that status on the first day of the quarter for which the tuition exemption is granted.

The tuition exemption does not cover ENGL 100 through 105, MATH 098, UW Extension or Distance Learning courses, graduate level independent study courses numbered 600, 700, and 800, or any self-sustaining/fee-based courses. In addition, certain state funded courses or programs may be excluded from the tuition exemption program on the basis of academic or fiscal considerations.

With the instructor's permission, employees planning to register on a space available basis may begin attending classes the first day of the quarter if space is available. Registration, however, will not be permitted until the employee's assigned space available registration day, which is the third day of the quarter.

## ADMISSION

Employees may either apply for admission and be accepted to a University Program or apply for admission as a nonmatriculated tuition exemption student. Applications for new students are filed with the UWB Office of Admissions or the Office of Graduate Admissions. Employees who are former UW students returning in the same classification or as nonmatriculated students may apply at the UWB Office of Admissions, Husky Hall Room 1130A Box 358500. All application deadlines must be met and application fees paid.

Applications and information for undergraduate students are available at:

<https://www.applyweb.com/apply/uwbf/>.

Applications and information for Graduate students are available at:

<https://www.grad.washington.edu/applForAdmiss/>

## REGISTRATION

A quarterly Tuition Exemption Request is submitted to the UWB Office of the Registrar by the deadline published on the on-line academic calendar <http://www.uwb.edu/calendars>. Participating employees may not register for any course prior to their assigned space-available registration day or the exemption will be canceled or not accepted. Registration instructions are available at

<http://www.uwb.edu/registration/exempt>

Students register for courses via MyUW.

Nonmatriculated employees admitted to enroll on a space available, tuition exempt basis, may register for classes only when using the exemption and only after the exemption request form has been submitted. Matriculated students desiring a higher registration priority to facilitate course enrollment are permitted to register without the exemption, but full tuition and fees will be charged.

Employees registering after the first week of the quarter must pay a late fee. **No course adds are accepted after the third week of the quarter.** All registration deadlines apply.

## FEES

Employees are billed a quarterly \$30 registration fee if they register for a course. This fee is non-refundable even if the student withdraws during the first week of the quarter.

**Tuition exempted employees registering before the assigned tuition exemption registration date will not be permitted to convert to the tuition exemption program and will be required to pay regular tuition for all**

**registered credits.** Participants in the tuition exemption program will also be assessed a quarterly Technology Fee and any special course fees that may apply. A \$25 late registration fee will be assessed if the student initially registers for the quarter on or after the eighth calendar day of that quarter. A \$75 late registration fee will be assessed if the student initially registers on or after the 15th day of that quarter.

Tuition exempt employees are not entitled to student services funded by the Services and Activities Fee, nor are they eligible to purchase tickets to athletic or performing arts events at student rates. UW faculty/staff identification cards are used for library services. Employees participate in the UPASS program through their payroll department.

## GRADES

Grades will be determined and posted to participants' transcripts in the same manner as regular tuition students. Transcripts must be requested on MyUW or at the UWB office of the Registrar. Grades are available on MyUW.