

FACULTY/STAFF TUITION EXEMPTION REQUEST

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 of Washington, Bothell and assigned a student number before registering. Admission application fees and deadlines apply and are non-refundable.
- The form must be received in the UWB Office of the Registrar, UW1 160, Box 358500, no later than two weeks prior to the first day of the quarter to allow for processing. You can also fax your form to: (425) 352-5455.
- 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 via <<http://www.uwb.edu/students/registration/exempt.html>>
- Register via MyUW beginning the 3rd day of the quarter.

Name (Last, First, M.I.)			Quarter Year
Student Number	Box No.	E-mail address	UW Phone Number
Status <input type="checkbox"/> Faculty <input type="checkbox"/> Professional Staff <input type="checkbox"/> Classified Staff			How long in this position?
Position Title			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	Signature of Employee _____ Date _____		
<input type="checkbox"/> Non-Matric. <input type="checkbox"/> Undergrad. <input type="checkbox"/> Post Bac. <input type="checkbox"/> Grad/Prof. <input type="checkbox"/> GNM	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. Printed Name of Department Head _____ Signature of Department Head _____ Date _____		

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

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

Signature of Department Head	Date

**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 English 100, 101, 102, Math 098, UW Extension or Distance Learning courses, graduate level independent study courses numbered 600, 700, and 800, or any self-sustaining 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 undergraduate students, undergraduate students returning to the university in the same classification, or nonmatriculated students are filed with the UWB Office of Admissions, UW1 185, Box 358500. Applications for new graduate students are filed with the UWS Office of Graduate Admissions, 301 Loew Hall.

REGISTRATION

A quarterly Tuition Exemption Request is submitted to the UWB Office of the Registrar, UW1 160, Box 358500, by the deadline published on the on-line academic calendar <http://www.uwb.edu/students/registration_academ_cal.html>. 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 on the UWB Registration Page under Tuition Exemption Program <<http://www.uwb.edu/students/registration/exempt.html>>. Students register on 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.**

If an employee registers for courses but then withdraws after the first week of the quarter the exemption is cancelled and the employee is responsible for paying regular tuition rates.

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. **Matriculated 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 from the UWB Office of the Registrar. Grades are available on MyUW.