



**WASHINGTON COLLEGE
EMPLOYEE TUITION WAIVER & REGISTRATION**

This Form Constitutes both a Request for Tuition Waiver and Registration Form for Classes Listed

TYPE OF ENROLLMENT	Check Here if Undergrad		Check Here if Grad & Attach Check for Fees		SEMESTER (Term / Year)	
---------------------------	-------------------------	--	--	--	-------------------------------	--

EMPLOYEE INFORMATION					
Employee's Last Name		First Name / Middle Initial		Washington College ID	
Job Title		Status FT/PT	Hours/Week	Hire Date	Visiting Y / N
Department		Telephone Number		Email Address	

COURSE ENROLLMENT INFORMATION					
Course #	Course Title	Course Contact Hours	Days of Week	Credit Hours	Credit/Audit
Course #	Course Title	Course Contact Hours	Days of Week	Credit Hours	Credit/Audit

ELIGIBILITY GUIDELINES
1. Tuition Waiver is available to regular Full-time and Part-time employees active as of the Drop/Add date for the Term, with no waiting period. 2. Tuition Waiver is not available to temporary employees (either full-time or part-time) or visiting faculty. 3. Regular Full-time Employees may take up to two courses per academic term, not to exceed eight credit hours. 4. Regular Part-time Employees receive a prorated benefit based on regular hours worked for the previous 12 months, calculated by Human Resources. 5. Eligibility for Tuition Waiver does not guarantee admission to Washington College. Degree-seeking employees must apply for regular admission. 6. Tuition Waiver covers regular tuition and undergraduate student service fees; but does not cover course fees or graduate registration fees. 7. For courses that occur during regular working hours, employees must make up any work time missed during each work week. 8. For detailed Tuition Waiver information and other educational assistance policies, see http://hr.washcoll.edu/benefits_tuitionprograms.php 9. Undergraduate Tuition Waiver benefits are tax exempt. Graduate Tuition Waiver is tax exempt up to \$5,250 per calendar year & taxable thereafter. 10. Tuition Waiver does not include graduate course registration fees (\$85.00 per course). Graduate registration fees must be attached to register.

EMPLOYEE REQUEST & SUPERVISORY APPROVAL			
Supervisor hereby approves course enrollment and necessary schedule adjustments, if class contact hours occur during regular working hours. Employee hereby requests Tuition Waiver and acknowledges that graduate tuition waiver in excess of \$5,250 per year constitutes a taxable benefit. A check for registration fees for graduate courses (\$85.00 per course), if applicable, must be attached and hand delivered to the Registrar's Office to register.			
Employee's Signature	Date	Supervisor's Signature	Date

HUMAN RESOURCES USE ONLY		REGISTRAR'S OFFICE USE ONLY			
Regular FT or PT Emp	Elig Credit Hrs				
Prorated Benefit if Part-Time	Elig Ben Amt				
Signature	Date	Signature	Date		

**EMPLOYEE IS RESPONSIBLE FOR OBTAINING SUPERVISORY APPROVAL AND SUBMITTING FORM TO HUMAN RESOURCES.
HUMAN RESOURCES WILL CERTIFY ELIGIBILITY AND FAX UNDERGRADUATE FORMS TO THE REGISTRAR'S OFFICE WITHIN 24 HOURS.
A CHECK FOR REGISTRATION FEES FOR GRADUATE COURSES MUST BE ATTACHED AND HAND DELIVERED TO REGISTRAR'S OFFICE.**