

## UW AND STATE OF WASHINGTON TUITION EXEMPTION PROGRAM

*NOTE: The policy described below is in effect beginning Winter quarter 2013.*

**Overview.** The Tuition Exemption Program, established by the Washington legislature, enables University of Washington employees and state of Washington employees who have been admitted to the University of Washington, to have tuition waived for up to six credit hours when enrollment is on a space-available basis. The Tuition Exemption Program is available at the University of Washington Seattle, Bothell and Tacoma campuses. Students who enroll at the UW on a space-available basis for more than six credits will receive the tuition waiver for the first six credits, and then will pay a per credit charge for the credits taken over six.

**Recent Policy Change.** The University of Washington Regents, at their March 8, 2012 meeting, approved a change to Administrative Policy Statement (APS) 22.1 allowing units to request Provost approval to limit the use of employee tuition exemptions. APS 22.1 requires that the Office of Planning & Budgeting conduct a review of the fiscal and policy effects associated with the implementation of any request.

In August 2012 the College of Education submitted a request to the Provost to limit the use of employee tuition exemptions at the graduate level. After conducting the required analysis of the fiscal and policy effects, the Provost approved College's request.

Beginning in Winter quarter 2013, the Tuition Exemption Program will be available only to Non-Matriculated and Graduate Non-Matriculated (GNM) students in the College of Education. Matriculated students – including matriculated students enrolled in other schools/colleges – will not be permitted to use the tuition exemption benefit for College of Education courses.

**Grace Period for Current Students.** To minimize the impact on current matriculated students – some of whom enrolled with the expectation of using the Tuition Exemption Program while completing their degree programs – the College of Education will permit a grace period for students admitted for, or prior to, Autumn quarter 2012:

- Eligible matriculated master's degree students admitted for, or prior to, Autumn quarter 2012, may continue to use the tuition exemption benefit through the end of Autumn quarter 2013.
- Eligible matriculated doctoral degree students admitted for, or prior to, Autumn quarter 2012 may continue to use the tuition exemption benefit through the end of Autumn quarter 2014.

**General Eligibility.** University of Washington employees and state of Washington employees who are employed half time or more, and who meet certain criteria, are eligible to participate in the Tuition Exemption Program subject to the restrictions noted above (employees and students may view eligibility criteria here: <http://www.washington.edu/admin/rules/APS/22.01.html>).

Students who are eligible to participate in the Tuition Exemption Program may register for courses, on a space-available basis only, after the quarter begins – on the third day of the quarter for UW faculty and staff, and on the fourth day of the quarter for other Washington State employees. If a course requires an entry code, those participating in the tuition exemption program can obtain entry codes on their registration day – on the third day of the quarter for UW faculty and staff, and on the fourth day of the quarter for other Washington State employees.

Please note: given enrollment demands, using the tuition waiver may be difficult in certain courses.

**Restricted Courses.** Due to limitations in faculty availability to supervise independent study, there is no space available for tuition exemption registration in independent study courses (499, 500, 599, 600, 601, 700, & 800). Students should note that certain other courses also are not available for tuition exemption, specifically UW Educational Outreach courses and courses in self-sustaining programs.

**Public School Teachers.** Washington State K-12 public school teachers holding or seeking a valid endorsement and assignment in a state-identified shortage area are eligible for the Tuition Exemption Program (see <http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.558>).

Complete information about the Tuition Exemption Program can be found at <http://www.washington.edu/admin/rules/APS/22.01.html> or at [http://www.washington.edu/students/reg/tuition\\_exempt.html](http://www.washington.edu/students/reg/tuition_exempt.html).

NOTE: Students who hold Teaching, Research, or Graduate Staff Assistantships receive a tuition waiver on a different basis and are not subject to the registration procedures of the Tuition Exemption Program.