



State Employee Tuition Waiver

Aly Kincaid, Director, Administrative Services, WSU Global

Tania Swanger, Associate Director, Office of the Registrar

Kelley Westhoff, Executive Director, Budget Planning, and Analysis

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Agenda

- Statutory Authority
- Program Statistics
- WSU Policy
- WSU Procedures
- Additional Information
- Alternative Resources

Statutory Authority

RCW 28B.15.558 Waiver of tuition and fees for **state employees and educational employees**—Report. (1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of the tuition and services and activities fees for state employees.

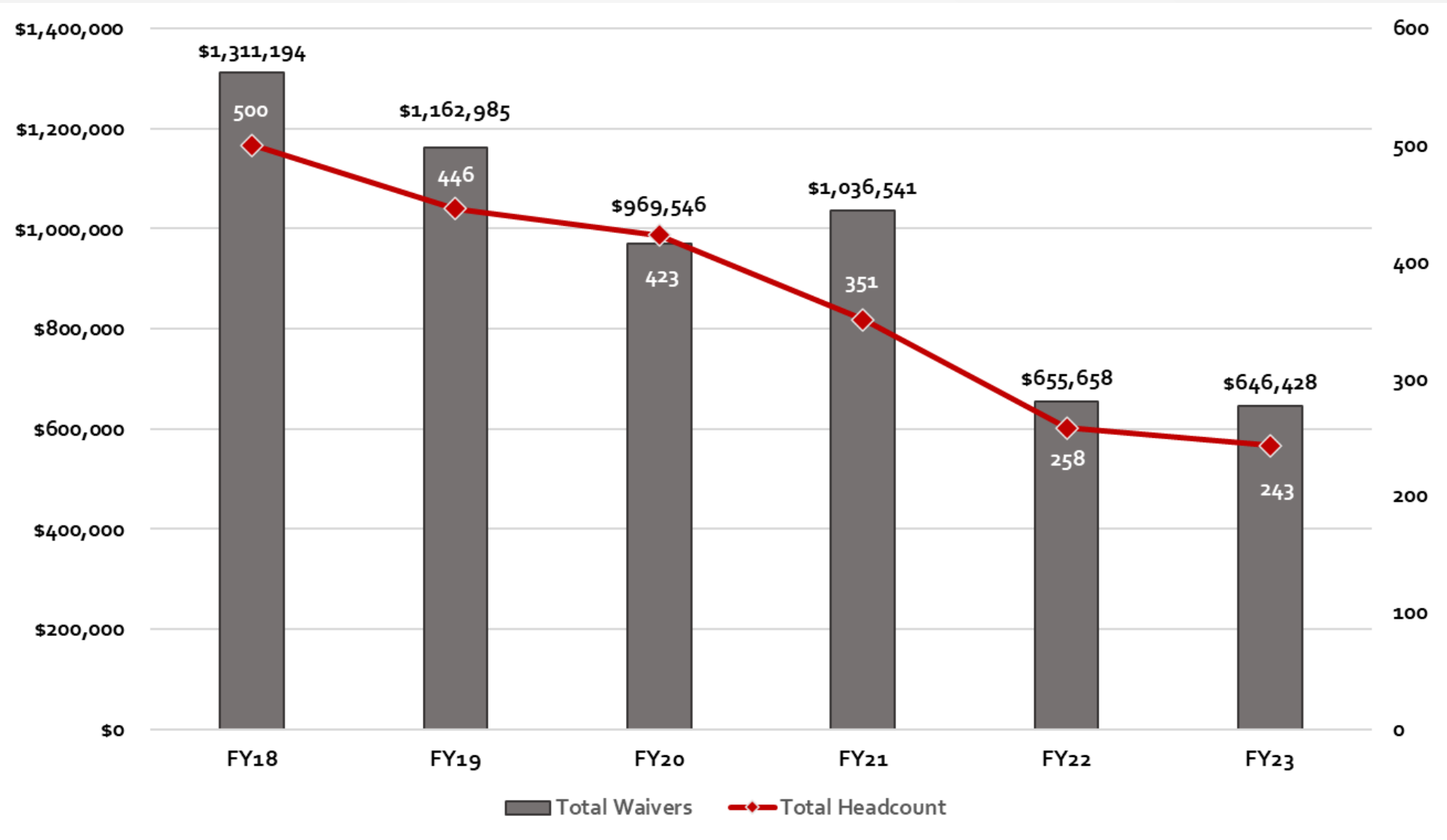
Key Language in RCW

- 'may waive' – permissive language
- 'all or a portion' – WSU waives 100% for qualifying requests
- 'state employees' – employees of any state agency, higher education employees, K-12 teachers and classified staff under certain conditions

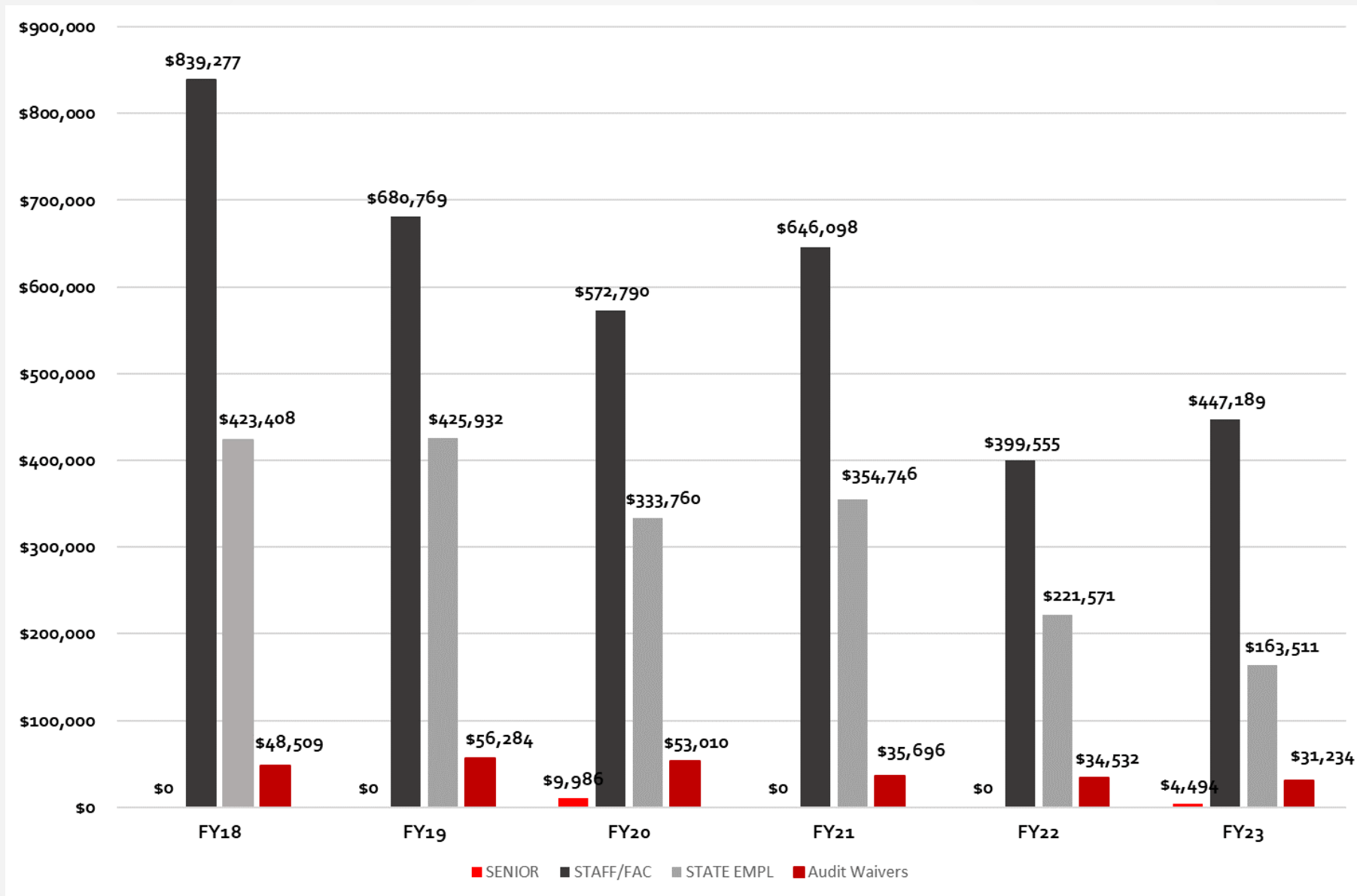
Other Elements of RCW

- Enrollment is on a space available basis
 - Determined by # seats or departmental discretion
- Enrollment not included in WSUs official census enrollment counts
 - This has impacts for funding
- Mandatory registration fee, minimum \$5
- Available to half-time or more employees
- Must include all eligible state employees in the pool of eligible participants
- May award waivers to eligible employees before non-employees
- Mandatory reporting of number, type, and value of these waivers

Historical Waivers and Headcount



Waivers by Type



WSU Policy

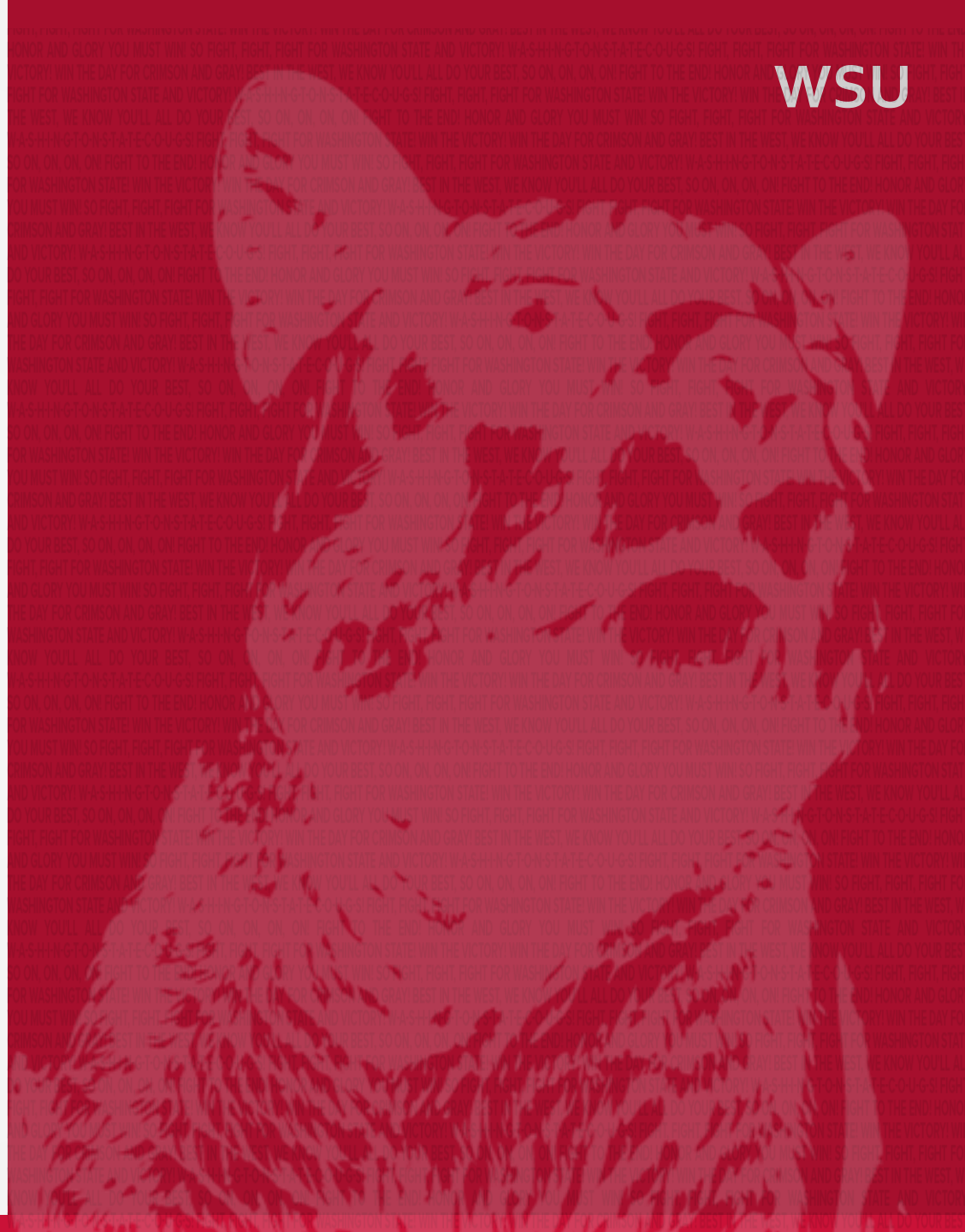
An eligible individual who enrolls in WSU academic courses during fall or spring semesters may request a waiver of tuition. (RCW 28B.15.558) (See [Delivery/Course Exceptions](#) below for exceptions.) This program is based on availability of space and facilities. A limited number of additional students are accepted if the class can be taught without incurring additional costs. Regular tuition-paying students are seated first. ([WSU Policy - BPPM 60.70](#))

The Waiver cannot be used for:

- Internships
- Tutorials, private lessons, practicums
- Classes delivered 100% online
- Self-Sustaining Courses
- Independent Study – including courses numbered 499-600-701

WSU Procedures

- Web Links
 - BPPM 60-70 (Fall and Spring terms)
 - BPPM 60-73 (Summer term)
 - For WSU employees only
- Priority to full-tuition and fee paying students
- Process Improvements (Pullman Campus)
 - Paper form replaced by SmartSheet form
 - Employee self-enrolls
 - Self-enroll appointment time
 - Faster turn-around of tuition adjustment
- Process Description (Pullman Campus)
 - Employee has conversations with employing department head and/or supervisor regarding approval
 - Employee submits Smartsheet ETW request form
 - HRS approves up to five days prior to start of term
 - Employee self-enrolls
 - Waiver applied if course(s) meet requirements



Additional Information

Restrictions

- Global Campus Courses (Fall & Spring Semesters)
 - Instructional costs of online delivery are directly correlated to class size (i.e., costs increase as enrollment increases).
 - Allowing non-paying students to enroll would not be a fiscally sustainable model.
- Self-Sustaining Programs (e.g., OMBA)
 - The ETW is a waiver of state tuition revenue. Since these programs are not funded by state tuition revenue, they do not have state tuition revenue to waive .

Presidential Scholarship for Online Classes

- The President's Office and Global Campus contributed one-time funds for a pilot program offering financial assistance for employees taking online courses.
- Without additional funding, the program ended.



Additional Information

- ETWs are offered at other state of Washington four-year schools and community colleges all across the state. If you are not in Pullman, you have other options for utilizing the waiver program.
 - WSU employees are able to use the ETW for up to four credits of online classes during Summer Session.
 - It is encouraged to utilize the resources at Student Financial Services to discuss options available for financial assistance available.
- Participating Schools** *(not inclusive of all schools and subject to change)*
- Four-year schools
 - University of Washington (Seattle, Bothell, Tacoma)
 - Central Washington University
 - Eastern Washington University
 - Evergreen State College
 - Bellevue College (allows online classes)
 - Community Colleges
 - North Seattle College
 - Everett Community College
 - Shoreline Community College
 - Seattle Central Community College
 - Highline Community College
 - Green River Community College

Discussion Questions

