**Employee 50% Operating Fee Tuition Waiver**

Under the authority of RCW 28B.15.915 a limited number of undergraduate and graduate 50% operating fee waivers are available to eligible Evergreen, Washington State, and public K-12 *degree-seeking* employees who have been admitted to the college. However, pursuant to RCW, building fee and services & activities (S&A) fee parts of tuition are charged according to the tuition schedule. The Wellness fee will be waived for students using this waiver, (as will the Transit and Late Night bus fees if they are re-instated).

Students attending under this waiver are degree-seeking students and are eligible for priority registration, and their enrollment counts as state-supported FTE. They may take courses, programs, contracts, internships, or theses; and they may enroll for a part-time or full-time credit load. They are eligible to receive a student ID/sticker.

**Eligibility**

Eligible employees must be admitted to the college as an Undergraduate or Graduate student. Eligible employee means permanent employees employed half-time or more in one of the following employee classifications:

* Washington State Employees in classified service under chapter 41.06 RCW.
* Classified employees or exempt paraprofessional employees of a technical college; or a faculty member, counselor, librarian, exempt professional or administrative employee at institutions of higher education as defined in [**28B.10.016**](http://app.leg.wa.gov/RCW/default.aspx?cite=28B.10.016)**.**
* The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools.
* The waivers available under this section shall also be available to classified staff employed at public common schools, as defined in RCW [**28A.150.020**](http://app.leg.wa.gov/RCW/default.aspx?cite=28A.150.020), when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

**Limitations**

Evergreen employees admitted to the college will receive priority for this waiver before offering them to other eligible state/K-12 employees. The number of Evergreen employees enrolled under the 50% employee waiver is not capped, although the college reserves the right to limit the number in the future. If the number of Evergreen employees enrolled under this waiver program falls below the cap noted below, the remaining waivers may be allocated to eligible external employees.

Program caps:

FY21: Masters Programs each have a cap of 2

FY22 and beyond: Masters Programs each have a cap of 4

FY21: Undergraduate curriculum has a cap of 3

FY22 and beyond: Undergraduate curriculum has a cap of 6

The waiver, once awarded, remains with that degree-seeking employee if the student meets the following conditions:

* maintains satisfactory academic progress;
* continues to be an eligible permanent classified employee of Washington State, a permanent employee of a WA public higher education institution, or an eligible employee at a public K-12 institution, to be verified quarterly prior to registration;
* and maintains enrollment during the regular academic year towards degree attainment.

Summer quarter enrollment is optional, and pursuant to statute, the 50% employee operating fee waiver may not be used in the self-sustaining summer quarter or any future self-sustaining programs that might be implemented at Evergreen.

**Process**

Graduate program directors have established criteria for eligible external agency employees to apply for this waiver once they have been admitted to the program. Undergraduate external agency candidates for this waiver will apply through the office of the Chief Enrollment Officer.

An eligibility form [insert form] must be submitted at the time of application for this waiver, and recipients of the waiver must verify continued eligibility each quarter by submitting an updated eligibility form to Registration and Records.