



REQUEST FOR TUITION WAIVER

BTC Employees

Human Resources
HR@btc.edu 360.752.8354

This form is for BTC employees. Non-BTC employees use respective Employee of WA State BTC form.

I request a tuition waiver under RCW 28B.15.558 to take a course(s) at Bellingham Technical College. I understand and agree to the following:

- I will apply for admissions to Bellingham Technical College online at www.btc.edu/ApplyOnline.
- I am required to pay a registration fee of \$10.00 per course, up to 2 classes per quarter.
- I am responsible to pay all other program and class fees associated with the class that are not eligible for tuition waiver. These are in addition to mandatory fees, which include general processing fees, eLearning fees, ASB Center fees, technology fees, etc.
- I understand that the tuition waiver is valid on a space available basis only. Instructors cannot over-enroll their classes in order for me to use this waiver, or be put on a waitlist.
- I understand I must complete and submit this tuition waiver form to the BTC Human Resources Office each quarter for approval.
- I understand I must complete a Registration form and submit both the tuition waiver and Registration form to the Registration office.
- I understand that I must register and submit this completed form to the Registration Office no earlier than two days prior to the start of the class. Registrations prior to this will not be accepted for tuition waiver. Late enrollments after the fifth instructional day of the class are at the discretion of the instructor.
- I understand this tuition waiver is not available for self-support classes.

CERTIFICATION: (to be completed by the employee)

I certify that I understand the conditions of this waiver request.

Name (Please Print)

BTC SID Number

Quarter/Year

Employee Signature

Date

Phone

I certify that this employee is eligible to enroll under the tuition waiver guidelines listed on the reverse of this form, per RCW 28B.15.558 and Bellingham Technical College policies and procedures.

PRINT name of Authorizing Human Resources/Designee

Date

Human Resources/Designee Signature

REQUEST FOR TUITION WAIVER

BTC Employees

Request for Tuition Waiver – BTC Employee

Bellingham Technical College (BTC) will waive tuition (operating and building fees) and services and activities fees for eligible Bellingham Technical College employees as defined in RCW 28B.15.558.

Eligible BTC employees shall be enrolled on a space-available basis and no new course sections shall be created as a result of the registration.

BTC employees shall be charged a registration fee of (\$10) dollars per course, and may take up to 2 classes per quarter.

The waiver will apply equally to those eligible to participate in the program with equal treatment between those employed full-time and half-time or more. Employees may not be on an unpaid leave of absence during the requested period.

Employees are not to be included in state enrollment counting, nor be considered in any budgetary determinations.

The BTC employee must be employed half-time or more in one or more of the following employee classifications:

- (a) Permanent employees in classified service under chapter [41.06](#) RCW;
- (b) Permanent employees governed by chapter [41.56](#) RCW pursuant to the exercise of the option under *RCW [41.56.201](#);
- (c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and
- (d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW [28B.10.016](#).

Procedure

1. BTC employees need to apply for admissions online to Bellingham Technical College.
2. All class fees, mandatory fees, which include general processing fees, eLearning fees, ASB Center fees, technology fees, etc., instructional materials (i.e. books and supplies), lab fees, and other special charges related to their registration (late fees, etc.) are the responsibility of the employee.
3. Instructors may not waitlist a course or over enroll their classes for this tuition waiver. Late enrollments after the 5th instructional day of the class is at the discretion of the instructor. Some courses may require instructor permission.
4. Eligible Bellingham Technical College employees may register on a space available basis as follows:
 - a. Submit the "BTC Employees Request for Tuition Waiver" form to the BTC Human Resources office each quarter for approval.
 - b. Complete a Registration form and submit both forms to the Registration office.
 - c. BTC employees may not register more than two (2) days prior to the start of the class to hold a space.
 - d. No refunds will be allowed if an employee has registered more than two (2) days prior to the start of the class.
5. Employees will pay all fees at the time of registration to avoid being dropped for nonpayment.
 - a. Fees: Employees pay a \$10.00 registration fee per course up to 2 classes per quarter.
 - b. Employees will be charged and responsible to pay all program, class fees and mandatory fees associated with the class.
6. At the time of registration, eligible state and education employees will submit their approved Request for Tuition Waiver form. They will be coded with a student Fee-Pay-Status of "51".