



Walla Walla Community College Employee Tuition Payment Request Form

WWCC is committed to employee professional development. With pre-approval below, eligible employees employed half-time or more may have tuition paid on their behalf up to 10 credits per quarter (participation/lab/administration/ WAOL fees, books, supplies are costs to be paid by employee). Employee must be employed 50% or more during the quarter they are taking classes.

To be completed by the Employee:

Current Quarter & Year _____

Last Name _____ First Name _____

Faculty

Classified Staff

Exempt Staff

Place of Employment _____ SID# _____

Employee Classification _____
(faculty, classified, exempt, part-time faculty)

Work Telephone # _____ Home Telephone # _____

Courses to be taken:

Item #	Course#	Course Title	Instructor	Credits	Day/Time	Room

Employee Signature _____
Date

To be completed by the Supervisor:

- The work schedule is arranged to my satisfaction to accommodate attending the classes above.
- Attending the classes is expected to have no negative impact on work performance.

Signature of Supervisor _____
Telephone # _____
Date

To be completed by Human Resources:

- This employee is a faculty, counselor, librarian, classified, exempt professional, or administrative employee of WWCC employed 50% full-time or more during the quarter they are taking classes.

Signature of Human Resources Officer _____
Telephone # _____
Date

To be completed by Admissions/Registrar's Office:

- This person has successfully met admissions requirements and timely registered for the above class(es).
- The funding source on each class is 1.
- An EM unusual action code has been applied.

Signature of Admissions/Registrar's Office _____
Telephone # _____
Date

To be completed by Business Services:

- This person has paid the \$5.00 per credit participation fee, in addition to other non-tuition fees.
- The tuition balance has been charged to the professional development fund.

Signature of Business Services _____
Telephone # _____
Date

**WALLA WALLA COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE
TUITION PAYMENT FOR WWCC EMPLOYEES**

I. Introduction

This Administrative Procedure is written to implement the Board of Trustees Policy which ensures adequate funds are available so that eligible employees have the opportunity to request the College pay their tuition should they enroll in eligible WWCC classes.

II. Employee Eligibility

This Administrative procedure applies to:

- a) Classified employees employed half-time or more during the quarter they are taking classes;
- b) Faculty, counselors, and librarians employed half-time or more during the quarter they are taking classes;
- c) Exempt Professional and Administrative employees employed half-time or more during the quarter they are taking classes.

III. Eligible Courses

Courses available under this program are limited to State-supported courses and do not include the following: special admission courses (except with instructor approval); self-support courses; individual study or internship courses; and contract-funded courses. All existing course prerequisites shall apply to individuals enrolling under this tuition payment program.

IV. Procedure

- A. The college will pay tuition (including facility use, technology, and matriculation fees) for eligible employees who register for eligible courses in accordance with this procedure.
- B. Eligible employees will pay a \$5.00 per credit "participation fee", in addition to paying the cost of lab fees, special administrative fees (i.e. WAOL fee), videos, books, supplies, travel, etc.
- C. Employees participating in the program must comply with existing student enrollment procedures and deadlines.
- D. Attending classes must not interfere with scheduled work or negatively affect work performance. If the course is scheduled to meet during the employee's normal work day, supervisor approval is necessary.
- E. Participation is limited to not more than 10 credits per quarter. Exceptions must be approved by Director of Human Resources.
- F. Employees are eligible to participate in this program during Summer Quarter if continued employment in the following Fall Quarter is expected.
- G. Employees may register for courses under this program during quarterly registration periods according to guidelines and schedules issued by the Admissions/Registrar's Office, as every other student.
- H. At the time of registration, it will be the responsibility of the employee to inform the Admissions/Registrar's Office of his/her intent to register under this program and to complete the Tuition Payment Request form, available at the Human Resources Office.

IV. Authority

The authority for this Administrative Procedure comes from the Board of Trustees Policy approved 1/16/2008.