

GRAYS HARBOR COLLEGE
Operational Policy

**Subject: TUITION AND FEE WAIVER
FOR NON GHC CLASSIFIED STATE EMPLOYEES**

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Operational Policy Number: 654
Date adopted: 7/9/90 Revised: 4/15/08, 3/15/11

Pursuant to the authority granted by chapter 88, Laws of 1990 51st regular session, Grays Harbor College is authorized to waive tuition, operating, and services and activities fees for any individual who is defined as a permanent, full-time employee in classified service under chapters 28B.16 and 41.06 RCW. This tuition waiver will not apply to the WAOL program.

Grays Harbor College will charge a registration fee for students to enroll in this program.

When granting waivers under this program, Grays Harbor College shall be subject to the following requirements:

1. Full-time, permanent, classified state employees who desire to enroll under the provisions of this section shall not be required to pass any financial need or means test as the basis for receiving such waivers.
2. Such waivers shall not be applied to more than two courses per individual per quarter; however, qualified state employees may enroll in additional courses upon payment of the required tuition and fees normally charged to other students so enrolled.
3. Enrollment shall be on a "space available" basis as determined by the College after opportunity has been given for regular students to register and pay fees for courses offered by the district.
4. No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students on the basis of waivers under this program.
5. Enrollment information and statistical data related to enrollments made under this program must be maintained separately and must be discretely identified and distinguished from enrollments reported to the State Board for all fiscal purposes.
6. Individuals enrolled under this program will be afforded equal opportunity to utilize advising and counseling services.
7. Full-time state employees wishing to enroll in a course under the provisions of Board Policy 311 must provide proof of eligibility by having a three copy form completed by their employer.
8. Registration for participants will occur no earlier than the second week of classes. Persons wishing to enroll under this provision may attend classes from the first meeting providing there is room in the class. They must, however, yield their place in class to any student registering under State Support Status.
9. All existing course prerequisites must apply to students enrolled under this program.
10. Students regularly enrolled in a class may not drop that class and re-enroll under the state employee provision.