



RTC Employee Tuition Waiver Request

SECTION ONE: To be completed by eligible RTC employees. See reverse for eligibility information

Student ID Number	Last Name	First Name	MI
Address		City	State ZIP
Daytime Phone	Evening Phone	Date of Birth (MM/DD/YY)	
Email Address	For which quarter are you applying: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:		
Course Name & Class Number (e.g. SUBJECT 101 # 12345):			
Course Name & Class Number (e.g. SUBJECT 101 # 12345):			
Current Position Title	How long in this position?		
I have read the eligibility and registration instructions on the reverse side. By signing I affirm that I meet the eligibility requirements.			
Signature		Date	

SECTION TWO: To be completed by employee's supervisor. See reverse for eligibility information

Name (Please print)	Job Title
Department	Phone Number
Under the eligibility requirements listed on the reverse side, I certify that the person listed above is eligible to enroll using the employee tuition waiver.	
Signature	Date

SECTION THREE: To be completed by the Registrar. *See reverse for eligibility information*

All employee tuition waivers must be approved by the VP for Administration & Finance.

Signature

Date

Registration Information

- A registration fee of \$20.00 per class, plus all fees associated with the class will be charged.
- The Employee Tuition Waiver is applied on a space-available basis. As such, students using this waiver are allowed to register between the 3rd and 10th day of the quarter.
- A new Employee Tuition Waiver form must be completed each quarter that the waiver is used.

For RTC Office Use only:

Processed By:

Date:

Eligibility Requirements and Registration Information RTC Employee Tuition Waiver (Space-Available)

Eligibility

Renton Technical College will waive tuition fees for RTC Employees employed half-time or more. This waiver can only be used for state-support credit classes. Students will be enrolled on a space-available basis. See RCW 28B.15.558

Registration Instructions

The RTC Employee Tuition Waiver is applied on a space-available basis. As such, students using the waiver will not be allowed to register for classes until after the third day of the quarter. Failure to comply with the instructions listed below will result in the student being responsible for full-payment at the full per-credit rate.

One the first day of class we suggest the following:

- Go to the class of your choice on the first day of instruction. Let the instructor know that you are hoping to register as an RTC employee under the space-available tuition waiver program. Ask the instructor if they feel that space “may” be available and, if so, request permission to visit the class until you can officially register.
- On the day you are permitted to register, have the instructor sign your Registration/Change of Schedule Form, giving you permission to enroll in the class, space permitting.
- Submit the Registration/Change of Schedule Form and the RTC Tuition Waiver Form to Enrollment Services to complete the registration process.

Registration Procedures

- Complete an application for admissions.
- Complete the reverse side of this form.
- Register between the 3rd and 10th day of the quarter.
- Complete the Registration/Change of Schedule form, instructor's signature required.
- Payment is due at the time of registration.

Registration Prior to the Above Dates

Students who register prior to the 3rd day or after the 10th day of the quarter ***forfeit*** their ability to use this waiver and will be responsible for full payment at the regular per-credit tuition rate.