



CENTRAL WASHINGTON UNIVERSITY

Your future is Central.

Dependent Tuition Waiver Request

Pursuant to RCW 28B.15.915, a portion of the tuition fee will be waived for eligible CWU staff dependents and retired staff to take courses at CWU. Waiver will cover up to 50% of state tuition while student maintains a minimum cumulative CWU grade point average of 2.25. This waiver is restricted to tuition only and cannot apply to other charges such as housing, books, or student fees. Continuing Education courses are not eligible for waiver reduction. Eligibility for tuition waiver does not guarantee admission to CWU.

Learn about CWU Admissions requirements: www.cwu.edu/admissions

CWU online application: www.cwu.edu/admissions/apply-now

- To Participate:
- 1) Student:
 - a) Apply for and be admitted to CWU as a matriculated student
 - b) File a current year FAFSA (CWU Title IV code 003771)
 - c) Respond to all requests for additional documentation
 - 2) Employee: Submit completed form to Human Resources by 14th day of the term

EMPLOYEE/RETIREE Information	
Name _____	Employee ID _____
Department _____	Work Phone Number _____
STUDENT Information	
Name _____	Student ID (If not known, provide student's Social Security Number) _____
Has student been admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	First quarter for which waiver is being requested: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring
Relationship to Employee: <input type="checkbox"/> Child <input type="checkbox"/> Dependent Partner <input type="checkbox"/> Self (Retiree Only)	
Employee Signature	
<i>By signing this form, I am requesting a waiver of up to 50% of tuition for my dependent (as an employee) or myself (as a retiree) and I certify that my dependent and/or I meet the requirements* for the tuition waiver.</i>	
_____ Employee Signature	_____ Date

Questions? Contact Human Resources at (509) 963-1202 or humanres@cwu.edu
Submit completed form to Human Resources in Bouillon 140 or mailstop 7425.

* Eligible staff dependents include stepchildren, adopted children, legal dependents, and biological children under the age of 25 and dependent partner. Dependent partner is defined as lawful spouse or Washington State registered domestic partner of the employee. Human resources will verify the eligibility of all dependents and reserves the right to request documents that provide evidence of dependent's eligibility. Staff dependents are eligible if the staff member has an appointment to a half-time or more position and has been employed by CWU for more than six months in a permanent position to include faculty who are hired on a yearly basis.

Find this form online: <http://www.cwu.edu/hr/sites/cts.cwu.edu.hr/files/documents/depwaive.pdf>

Human Resource Use Only	
Does employee meet eligibility for tuition waiver for dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Why? _____	
If Yes, is student a dependent of employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If child, is the dependent under the age of 25? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does student meet dependency criteria for waiver? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Why? _____	
HR Approval: _____	Date: _____