

## WSU LIBRARIES FEE WAIVER REQUEST

### ► **STEPS to Taking Classes on the University Fee Waiver:**

- 1) Complete the required forms.
  - Libraries' Fee Waiver Request memo-form (below).
  - University Fee Waiver or Summer Educational Benefits form.
  - Libraries' Schedule Change Notice (needed for staff only).
- 2) Obtain supervisor's signature on the Libraries' memo-form (and the schedule change form, when needed).
- 3) Bring completed forms to Bonny in LAO.
- 4) Bonny will obtain the required signature, from Jay Starratt or Carol Robinson as "department chair," and will call you when ready for pick up. (Note: Your supervisor's signature is not needed on the University form.)
- 5) You must be enrolled in the University to take classes. Contact Admissions for undergraduate level or the Graduate School for graduate level enrollment. (When enrolling for the first time, enrollment fees will be required.) If auditing, use the "non-degree seeking" option. For enrollment forms and information:  
<http://futurestudents.wsu.edu/admission/apply.aspx>
- 6) As early as the week before classes begin or during the first week of classes, take the signed University Fee Waiver (or Summer Educational Benefits) form to Human Resource Services, French Administration 139. They will verify your eligibility to take classes on the Fee Waiver program and sign the form.
- 7) During the first week of classes, take the same form to the Registrar's office (or Summer Session office), French Ad. 346, and follow their additional instructions.
- 8) Pay \$5 fee at the Cashier's Window (French Administration 240).
- 9) Attend the first class and verify your enrollment with the professor.
- 10) Study hard and pass!

**MEMORANDUM**

**TO:** Jay Starratt, Dean of Libraries

**FROM:** \_\_\_\_\_, Unit Head/Supervisor  
(Signature of Unit Head or Supervisor required)

**DATE:** \_\_\_\_\_

**SUBJECT:** Fee Waiver Request from \_\_\_\_\_  
(Name of employee)  
\_\_\_\_\_  
(Job Classification/Title)

The above named employee has requested authorization to attend classes through the Washington State University Fee Waiver program. Attached is a *Tuition Fee Waiver Request (or Summer Educational Benefit Request)* form for your approval.

Course name(s): \_\_\_\_\_ Total credits: \_\_\_\_\_

Fall \_\_\_\_\_ (enter year)      Spring \_\_\_\_\_ (enter year)      Summer \_\_\_\_\_ (enter year)

(check one option below)

	<p>The employee will attend this class during working hours and the employee has made arrangements to makeup work.</p> <p>----- REQUIRED for Staff only: ATTACH a completed, signed <b>SCHEDULE CHANGE NOTICE</b> form</p>
	<p>The employee will attend this class during non-working hours. No makeup is necessary.</p>
	<p><b>RELEASE TIME:</b> This class is a job-related course and is considered part of the employee's work assignment. No make up is necessary.</p> <p><u>Justification:</u> (required)</p>