

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
<b>3</b>	<b>33</b>	<b>TUITION WAIVER POLICY</b>	<b>Adopted 2024</b>	<b>Campus Forum</b>	<b>Reviewed</b>
			<b>Revised</b>		<b>Next review</b>

**Policy Commitment Statement:**

In accordance with state law and regulations, Clover Park Technical College (CPTC) offers tuition and fee waivers for specific categories of students. The State Board for Community and Technical Colleges (SBCTC) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. The CPTC Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver.

**Mandatory Waivers:**

- Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members  
CPTC will waive all tuition and fees for the children and spouse of totally disabled or POW/MIA or deceased eligible veteran or National Guard Members.

Conditions for applying for this waiver include:

- The child/spouse/domestic partner must be a Washington domiciliary.
- Child is defined as a biological child, adopted child, or stepchild.
- Children must be between the age of 17 and 26.  
A child’s marital status does not affect eligibility.
- Surviving spouses or domestic partners have 10 years from the date of the death, total disability, or federal determination of prisoner of war or missing in action status of the eligible veteran or national guard member to receive the waiver.
- Surviving spouses or domestic partners are ineligible for the waiver upon remarriage or registration in a subsequent domestic partnership.
- Each recipient’s continued participation in the waiver program is subject to the colleges’ satisfactory progress policy.
- Total credits earned using this waiver may not exceed 250 quarter credits, or the equivalent of semester credits.

**Waiver Authority: RCW 28B.15.621(4) and (5)**

For assistance, please contact the Enrollment Services office at the Lakewood campus, building 17. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666. Use this link to access the online: [Enrollment Services forms](#) then scroll until you see Tuition Waiver for Veteran's Children/spouse or Dependent form.

- **Children or Spouse of Deceased or Disabled Law Enforcement Officers or Firefighters Waiver**

Clover Park Technical College shall waive all tuition (operating and building fees) and services and activities fees for the children and surviving spouses of deceased or disabled law enforcement officers or firefighters.

Conditions for applying for this waiver include:

- Eligible children must begin their course of study at a community college within ten years of high school graduation.
- The officers and firefighters must have died or become totally disabled in the line of duty while employed by a public law enforcement agency, full-time or volunteer fire department in this state. Totally disabled is defined as totally and permanently disabled for life by bodily injury or disease and thereby prevented from performing any occupation or gainful pursuit.

**Waiver Authority: RCW 28B.15.520(2)(a)-(b)**

For assistance, please contact the Enrollment Services office, Lakewood campus, building 17. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666.

- **Wrongfully Convicted Person**

CPTC shall waive all tuition and fees for wrongfully convicted individuals awarded compensation per **RCW 4.100.060**, their children, stepchildren and adopted children. The following limitations apply:

- The wrongly convicted person be a Washington domiciliary (have a place of residence in the state of Washington) to be eligible for the tuition waiver.
- A child must be a Washington domiciliary ages 17 through 26 years. A child's marital status does not affect eligibility.
- Each recipient's continued participation is subject to the school's satisfactory progress policy.
- Recipients may attend full-time or part-time.
- Total credits earned using the waiver may not exceed two hundred quarter credits, or the equivalent of semester credits.

Waiver Definitions:

- "Wrongly convicted person" means a Washington domiciliary who has been convicted and imprisoned in Washington for one or more felonies of which they are actually innocent and the person has been awarded damages under **RCW 4.100.060**.
- "Child" means a biological child, stepchild, or adopted child who was born of, became the stepchild of, or was adopted by a wrongly convicted person before compensation is awarded under **RCW 4.100.060**.
- "Washington domiciliary" means a person whose true, fixed, and permanent house and place of habitation is the state of Washington. In ascertaining whether a wrongly convicted person or child is domiciled in the state of Washington, public institutions of higher education must, to the fullest extent possible, rely upon the standards provided in **RCW 28B.15.013**.
- "Fees" include all assessments for costs incurred as a condition to a student's full participation in coursework and related activities at an institution of higher education.

Waiver Authority: **RCW 28B.15.395**

For assistance, please contact the Enrollment Services office, Lakewood campus, building 17. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666.

- Adult Basic Education, English as a Second Language, and GED® Preparation  
Adult Basic Education, English as a Second Language and GED® Preparation students pay \$25 per student per quarter. Colleges may waive the \$25 charge for students who are unable to pay. All ungraded course fees are operating fees and are subject to the requirements in **RCW 28B.15.013**.

Waiver Authority: **RCW 28B.15.069(4)** – Building Fees-Services and activities fees-Other fees

- **WAC 131-28-026(4)(a)** – Tuition charges for certain ungraded courses
- **State Board Resolution 04-04-03**
- **Tuition waiver memo May 17, 2004**
- **ABE memo dated May 24, 2004**

For assistance, please contact the Transitional Studies office, Lakewood campus, building 10. Email: [transitionalstudies@cptc.edu](mailto:transitionalstudies@cptc.edu) or phone 253.589.5702. The application form to use this waiver is located at the following website: [www.cptc.edu/pre-college](http://www.cptc.edu/pre-college).

- Apprenticeship  
Colleges shall waive an amount equal to one-half of the standard per-credit amount for tuition (operating and building fees) and services and activities (S&A)

fees. Students must be registered with the Washington State Apprenticeship Council or Federal Bureau of Apprenticeship and Training to be eligible.

All ungraded course fees are operating fees and are subject to the requirements in **RCW 28B.15.031**.

Waiver Authority: **RCW 28B.15.069(4)** Building fees/Services and activities fees/other fees

- **WAC 131-28-026(4)(b)** – Tuition charges for certain ungraded courses
- **Tuition waiver resolution 04-03-03**
- **Tuition waiver memo dated May 17, 2004**

For assistance, please contact Sarah Harris in the Vice President of Instruction office, Lakewood campus, building 17-270. Email: [sarah.harris@cptc.edu](mailto:sarah.harris@cptc.edu) or phone 253.589.4549.

#### **Optional Waivers:**

- **Building/S&A Fee for DoD tuition Assistance Program**  
For military service members eligible to participate in the Department of Defense (DoD) Tuition Assistance program, CPTC will waive all or a portion of the Building Fees and Services & Activities fees not covered by that program.

For assistance, please follow the instructions on this website: <https://www.cptc.edu/pay/tuition-assistance>. For questions, contact Amy Timmons, Lakewood campus, building 17. Email: [amy.timmons@cptc.edu](mailto:amy.timmons@cptc.edu) or phone 253.589.5663.

Waiver Authority: **RCW 28B.15.622**

NOTE: The waiver was implemented following passage of HB 1706 during the 2015 Legislative session.

- **High School Completion**  
CPTC may waive all or a portion of tuition (operating and building fees) and services and activities (S&A) fees for students 19 years of age or older who are enrolled in a high school completion program. Students must be Washington state residents.

Waiver Authority: **RCW 28B.15.520(1)**.

For assistance, please contact the Northwest Career & Technical Highschool, located at the Lakewood Campus, Building 14, via this website:

<https://www.cptc.edu/programs/high-school> or email: [amy.robertson-bullen@cptc.edu](mailto:amy.robertson-bullen@cptc.edu) or phone 53.589.5861.

- Non-Resident Operating Fees Only

Community colleges may waive all or part of the non-resident operating fee differential; but **not** the building fee differential. The amount and/or conditions of the waiver are set by local boards of trustees.

Students must be U.S. citizens or eligible non-citizens, including but not limited to permanent residents, U.S. Nationals or refugee status students.

Waiver Authority: **RCW 28B.15.915**

For assistance, please contact the Enrollment Services office, building 17, Lakewood campus. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666.

- Refugee

Community and technical colleges may waive all or a portion of the non-resident tuition differential for refugees, their spouse and dependents if the refugee is on parole status (allowed into the United States for humanitarian reasons); has received an immigrant visa or has applied for United States citizenship.

Non-resident differential is the difference between resident tuition (operating and building fees) and non-resident tuition (operating and building fees).

For assistance, please contact the Enrollment Services Office, Lakewood Campus, Building 17. Email [residency@cptc.edu](mailto:residency@cptc.edu) or phone 253.589.5830.

Waiver Authority: **RCW 28B.15.014(3)**.

- Running Start Fee Waiver

Pursuant to **RCW 28A.600.310 (3)(a)** The institutions of higher education must make available fee waivers for low income Running Start students. A student shall be considered low income and eligible for a fee waiver upon proof that the student is currently qualified to receive free or reduced-price lunch. Acceptable documentation of low- income status may also include, but is not limited to, documentation that a student has been deemed eligible for free or reduced-price lunches in the last five years, or other criteria established in the institution's procedure.

- The Running Start Counselor/Advisor or designee will review the documentation and approve fee waiver at time of initial advising or thereafter for family financial changes.
- Running Start students should not be asked to fill out the FAFSA to establish eligibility. Acceptable documentation may include:
  - A student has been deemed eligible for free or reduced-price lunches in the last five years.
  - Family income of equal to or less than 50 percent of the state median.
  - Family income less than 200 percent of the federal poverty level.
  - Receiving any state or federal assistance fund.
  - Foster youth.

- The term "mandatory fees" does not apply to all charges assessed by colleges. As noted in previous AAG guidance, charges for "consumable supplies, textbooks, and other materials retained by the student" are not within the definition of fees and therefore not subject to the mandatory low-income waiver provisions.
  - Eligibility for free or reduced-price lunch must be one qualifying status.
  - Running Start students receiving a waiver will be identified by student group SRSL in ctclink.

For assistance, please contact Kevin Kildun Running Start Advisor, Lakewood campus, building 17. Email: [Kevin.Kildun@cptc.edu](mailto:Kevin.Kildun@cptc.edu) or phone 253.589.5701.

- Senior Citizen (Audit only)

Pursuant to **RCW 28B.15.540**, CPTC will waive tuition (operating and building fees) and services and activities fees for students 60 years or older who are enrolled. The waiver is not available to students using the course credits for increasing credentials or salary schedule increases.

For students enrolled on an audit basis, a nominal fee, not to exceed five dollars per quarter plus any college and class fees will be charged.

Students enrolling under this waiver shall register for no more than two courses (up to 10 credits) per quarter and must be Washington State Residents.

Waiver Authority: **RCW 28B.15.540** and **WAC 131-28-02501**.

For assistance, please contact the Enrollment Services office, Lakewood campus building 17. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666.

Procedure to use the Senior Citizen (audit only) waiver:

- a. Apply for admission to CPTC.
- b. Obtain instructor permission for each class the student wishes to register for.
  - i. Registration is space available basis only.
  - ii. No new sections of any course may be created to accommodate students using this waiver.
- c. Submit the following to the Enrollment Services office no earlier than day three (3) of the quarter for which the students wishes to register:
  - i. Add/Drop (registration) form.
  - ii. Senior citizen application form.
  - iii. Instructor permission for each class (up to two -2- classes per quarter)
- d. Students using this waiver will not earn credit and no grade will be recorded.
- e. If registering before day three (3) of the quarter, full tuition and fees will be charged.
- f. The fee of \$5.00 per class will be paid at the time of registration.

- i. If using a voucher to pay fees, the student will be referred to the Senior Funding Specialist at [agencyfunding@cptc.edu](mailto:agencyfunding@cptc.edu) for assistance or phone 253.589.5663.

- **State and Educational Employees Waiver**

- Community and technical colleges may waive all or a portion of tuition (operating and building fees) and services and activities fees for state employees as defined below:
  - Permanent employees in classified service under RCW 41.06 (State Civil Service Law).
  - Permanent employees governed by RCW 41.56 (Public Employees Collective Bargaining).
  - Permanent classified employees and exempt paraprofessional employees of technical colleges.
  - Faculty, counselors, librarians, and exempt professional/administrative employees at institutions of higher education.
  - Teachers and other certificated instructional staff at public common and vocational schools.
  - Classified staff employed at public common schools, when the employee is taking courses relevant to their work assignment or coursework that is part of a teacher preparation program.

Students shall be enrolled on a space-available basis. Community colleges may give preference to employees of their college before considering waivers for eligible persons not employed by the college.

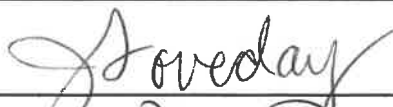
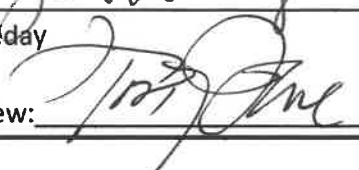
If a college participates in this waiver, it shall include all eligible state employees in the pool of those eligible to participate. Equal treatment must be given to those employed full-time and those employed half-time or more.

These students are not to be included in state enrollment counting.

Waiver Authority: **RCW 28B.15.558**

For assistance, please contact the Enrollment Services office, Lakewood campus, Building 17. Email [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) or phone 253.589.5666. Use this link to [Enrollment Services forms](#) and scroll until you see the WA Public Employee Tuition Waiver form.

This document supersedes and retires the following policies and procedures:  
Chapter 3.20 State and Educational Employee Tuition Waiver  
Chapter 5.19 Running Start Fee Waiver  
Chapter 5.25 Senior Citizen Fee Waiver

APPROVAL:		
By: _____		Date: <u>3/14/24</u>
Dr. Joyce Loveday		
Board Chair Review: _____		Date: <u>3/14/24</u>