

**AP6105 Space Available Tuition and Fee Waiver
for State Employees and Members of the
Washington National Guard**

Implementing Board Policy: BP6101

Effective Date: 6/17/2025

Responsible Department: Student Services

6105.1 DEFINITION OF ELIGIBLE EMPLOYEES

- A. Persons employed half-time or more in one or more of the following employee classifications:
 - 1. permanent employees in classified service under Chapter 41.06 RCW;
 - 2. permanent employees governed by Chapter 41.56 RCW pursuant to the exercise of the option under RCW 41.56.201;
 - 3. permanent classified employees and exempt paraprofessional employees of technical colleges; and
 - 4. faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.
- B. Members of the National Guard

6015.2 ENROLLMENT LIMITATION AND INFORMATION

- A. All employees of BBCC meeting the criteria stated in AP6105.1 shall be allowed to use this waiver. There shall be a limit of five (5) tuition waivers per quarter under this tuition waiver for eligible state employees and National Guard members. Persons receiving a tuition waiver may not be limited on the number of credits they may enroll in for a given quarter.
- B. Enrollment shall be on a "space available" basis after the opportunity has been given for other students to register in courses.
- C. Courses available under the tuition waiver program are limited to state supported courses. Continuous enrollment courses, special admission courses, community service courses, Center for Business and Industry Services offerings, individual study, arranged courses, internships, or a course for which the College determines that late enrollment is not appropriate do not qualify for the tuition waiver program.
- D. Persons enrolled under this program shall not be considered in any enrollment statistic which would affect budgetary determination. Enrollments under this program are to be maintained separately and must be discreetly distinguished from enrollment reports to the state for fiscal purposes.
- E. No new or additional classes or course sections shall be created for purposes of accommodating enrollments for the program.

6105.3 DETERMINATION OF SPACE AVAILABILITY

- A. Persons will notify the Admissions/Registration Office by specified dates of their intention to take part in this program. In establishing the eligibility pool there will be no discrimination between full-time and half-time employees, nor will there be any discrimination between "state" employees and members of the Washington National Guard.
- B. The Admissions/Registration Office will notify eligible persons of their qualification for the program each quarter before open registration begins.

- C. Space will be considered available in a course as long as the enrollment capacity has not been met for that course.
- D. Registration on a space available basis will begin on the first day of each quarter.
- E. Enrollment will be on a first-come, first-served basis.
- F. Prospective students planning to use the "space available" option will not be allowed to enroll on a regular basis in order to reserve a place in the class and then drop the courses in order to participate in the waiver program.

6105.4 REGISTRATION FEE

- A. The registration fee for persons enrolling under this program shall be \$5.00 per credit.
- B. Other student fees normally assessed, such as laboratory fees, testing fees, etc., will not be waived under this program. Purchase of books and materials are the responsibility of the students.

6105.5 BBCC EMPLOYEE RELEASE TIME

- A. Faculty and exempt staff members shall not be eligible for release time.
- B. At the convenience of the college eligible BBCC classified staff members may receive release time, up to a maximum of five (5) hours per week, to attend classes related to their present job description to prepare for a higher classification provided that approval is authorized by the administrative unit head and the Director of Human Resources.
- C. No provision of this section shall be intended as a limitation of the number of courses any BBCC employee may take.