



## **Washington State Employee Tuition Waiver Policy for the Application Development (AD), BAS degree program**

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- Usage of the Washington state employee tuition waiver for courses within the AD BAS is on a *space-available* basis. The number of state tuition waiver applicants accepted each year will vary depending on the number of available spaces and there is *no* guarantee if any state tuition waiver applications will be accepted.
- Permanent Washington state employees employed 50 percent full-time equivalency (FTE) are eligible for the State Tuition Waiver.
- All state employee applicants must meet the AD BAS program prerequisites when applying to the program.
- When completing a BAS application, Washington state employees must select a box that indicates their desire to use the State Tuition Waiver. Once this box has been selected their application will be placed in a separate applicant pool.
- Applications in the tuition waiver pool will still be evaluated and ranked according to each BAS degrees respective criteria. These applications will not be eligible to be accepted into BAS programs until September 1<sup>st</sup> of each year. On September 1<sup>st</sup> the BAS program manager will use the applications in the tuition waiver pool to fill any remaining open spaces in the BAS program. The program manager will offer acceptances in order of applicant rank based on predetermined application evaluation criteria.
- Students accepted to the program who will be using the State Tuition Waiver must follow the sequence of 300/400 level AD courses. They must take all required AD credits each quarter or their place in the program could be jeopardized.
- WA state employees may elect to apply to the AD BAS program and not use the State Tuition Waiver. If a student is accepted to the AD BAS program as a non-State Tuition Waiver applicant, they can never use the State Tuition Waiver while in the program.
- State employees accepted to BAS programs would need to follow North's WA State Employee Tuition Waiver protocol each quarter for class registration (<https://northseattle.edu/tuition-fees/waivers-discounts#1>). Although the state employees will need to register on the sixth day of the quarter, their spot in the program will not be in jeopardy after the first quarter as we only accept as many students as we have spaces available.
- It is highly recommended that WA state employees that plan to apply to the AD BAS program using the State Tuition Waiver meet with the program manager prior to applying to the program.