



Washington State Employee Tuition Waiver Policy for the International Business Bachelor of Applied Science (IB BAS) Degree

- Student use of the Washington State Employee Tuition Waiver for IB BAS classes 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 applicants will be accepted.
- Permanent Washington State employees employed at or above 50 percent full-time equivalency (FTE) are eligible for the State Tuition Waiver.
- All state employee applicants must meet the IB BAS program prerequisites when applying to the program.
- When completing an IB BAS application, Washington state employees must select the 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 be evaluated according to the IB BAS application criteria. These applications will not be eligible for acceptance into IB BAS program until September 1st of each year. On September 1st the IB BAS program manager will use the applications in the tuition waiver pool to fill any remaining open spaces in the IB 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 IBN courses. State Tuition Waiver students must take all required IBN credits each quarter or they may lose their place in the program.
- Washington State employees may elect to apply to the IB BAS program and not use the State Tuition Waiver. If a student is accepted to the IB 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 the IB BAS program 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 IB BAS program will remain secure.
- It is highly recommended that WA state employees that plan to apply to the IB BAS program using the State Tuition Waiver meet with the program manager, Jesse Cooley, prior to applying to the program. He can be reached by email at Jesse.Cooley@seattlecolleges.edu or by phone at (206) 934-6131.