



STATE & EDUCATIONAL EMPLOYEE TUITION WAIVER PACKET 2025-2026

Thank you for choosing CPTC! We are excited to have you join us.

Please carefully read the following information and steps for registration using the State and Educational Employee Tuition Waiver.

All forms required to complete your application and registration process are included in this packet.

If you have any questions, please contact the Enrollment Services Office at 253-589-5666 or email studentrecords@cptc.edu.

Enrollment Services Office Hours:

Monday, Tuesday, Thursday – 7:30am – 4:30pm

Wednesday – 7:30am - 6pm

*Friday – 7:30am - 12:00pm

*Closed on Friday's during Summer quarter

REGISTRATION DATES

Dates below are the earliest you can register for classes using the this tuition waiver. If you register prior to this date, you will be charged full tuition and fees, and no refund will be issued if you apply for the waiver after you register.

2025-2026 Registration Dates				
	Summer 2025	Fall 2025	Winter 2026	Spring 2026
CPTC Employees	July 3	Oct 1	Jan 8	Apr 1
Other Employees	July 7	Oct 2	Jan 9	Apr 2

Quarter Start	July 1	Sept 29	Jan 5	Mar 30
---------------	--------	---------	-------	--------

YOUR NEXT STEPS:

□ **ACTIVATE YOUR CTCLINK ACCOUNT**

- **For current and returning students only**, you must activate your student ctcLink account to retrieve your ctcLink ID number and access your student portal. See next page for details and activation instructions.

□ **ADMISSIONS** – Apply to CPTC online at www.cptc.edu/apply.

- Skip this step if you have completed the admission process within the last year and have a ctcLink ID number.

□ **HAVE ALL THE FOLLOWING REQUIRED FORMS COMPLETED**

1. **INSTRUCTOR PERMISSION** – Registration after the quarter starts require an instructor's permission.

- You may use the Instructor Permission Form included in this packet, or
- An email from the instructor allowing you to register after the quarter starts may be accepted.

Important Note: Make sure your permission indicates approval for late registration. CPTC employees register 3 days after, and all other state employees register 4 days after the quarter begins.

2. **ADD/DROP (REGISTRATION) FORM** – Complete the Add/Drop Form included in this packet.

3. **WA PUBLIC EMPLOYEE TUITION WAIVER FORM** – Complete the waiver form included in this packet.

- You and your supervisor or Human Resources/Personnel Office will complete and sign the appropriate sections of the waiver application.

□ **SUBMIT YOUR FORMS** – Submit all paperwork together. Paperwork received separately are considered incomplete and will automatically be denied, and registration will not be processed. Your registration will not be processed if all required paperwork is not received. Submit your paperwork to:

1. Enrollment Services Office, Building 17, Lakewood Campus,
2. Email to studentrecords@cptc.edu,
3. Upload using Virtual Drop Box: www.cptc.edu/virtual, select *Enrollment Services*,
4. Mail to: Enrollment Services, Attn: Tuition Waiver
4500 Steilacoom Blvd SW, Lakewood, WA 98499
5. Submit **all required paperwork together**. Paperwork received separately will be considered incomplete and will not be processed.

Required paperwork include:

□ **EMAIL CONFIRMATION** – An email confirmation will be sent to the email address provided on your registration form. You will be registered the morning of your registration date or date your packet is received if submitted after your registration date.

□ **PAY YOUR FEES** – Fees are due once enrolled. Failure to pay your fees will result in your class(es) being dropped for non-payment. You may pay:

1. Online by logging into your ctcLink student portal ([Student Homepage](#) or [MyCC Highpoint](#))
2. Phone with Cashier at 253-589-5505.



ADMISSIONS APPLICATION

Enrollment Services Office, Building 17 • 4500 Steilacoom Blvd SW, Lakewood WA 98499
Phone: 253-589-5666 • Email: studentrecords@cptc.edu • Website: www.cptc.edu

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). This information is used for several purposes: to administer financial aid, to verify academic records, to conduct research, and to report payments you made that may qualify you for a tax credit or a tax deduction on your income tax return. In keeping with state and federal law, the college will protect your SSN/ITIN from unauthorized use and disclosure. If you do not disclose your SSN/ITIN, you will not be denied admissions or enrollment to the college; however, you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

ctcLink ID #		Previous Student ID # (if applicable)		
				*Required
BIO - DEMO INFORMATION				
Title	First Name *	Middle Name	Last Name *	Suffix
Social Security Number/ITIN		Date of Birth (mm/dd/yyyy) *	Sex Female Male Not Exclusively Female/Male	
ADDRESS				
Address Type * ☐ Home ☐ Mailing ☐ Temporary ☐ Billing ☐ Other				
Address (Street or P.O. Box) *			Apartment / Unit #	
			City *	State * Zip *
CONTACT INFORMATION				
☐ Mobile ☐ Home ☐ Work ☐ Business ☐ Other		Phone (area code)		Ext.
☐ Mobile ☐ Home ☐ Work ☐ Business ☐ Other		Phone (area code)		Ext.
EMAIL INFORMATION				
☐ Home ☐ Business ☐ Campus ☐ Other		Email Address *		
EMERGENCY CONTACT INFORMATION				
Emergency Contact Full Name		Emergency Contact Phone (area code)		Relationship
PROGRAM/PLAN INFORMATION				
Student Type * First Year Reapplying/Returning Running Start Youth Technical High School Transitional Studies International Student Continuing Education	Award Type * Certificate High School Diploma/Completion Associate Non-Award Seeking Baccalaureate Other: _____		Enrollment Status * ☐ Full-Time ☐ Part-Time ☐ Other	Quarter & Year Plan Start * ☐ Summer ☐ Fall ☐ Winter ☐ Spring 20_____
	Plan of Study *			
PROGRAMS OF STUDY AT CPTC				
Clover Park Technical College offer over 100 degrees and certificates in over 40 programs for you to choose from. Visit our website at www.cptc.edu/programs/schools .				

ACADEMIC HISTORY

Last <u>High School</u> Attended *		City *	State *
Dates Attended (mm/dd/yyyy) * to	Did you Graduate? * ☐ No ☐ Yes, provide graduation date (mm/dd/yyyy)		Do you have a? ☐ High School Diploma ☐ GED
Last <u>College/University</u> Attended		City	State
Dates Attended (mm/dd/yyyy) to	Did you Graduate? ☐ No ☐ Yes, provide graduation date (mm/dd/yyyy) _____		

ETHNICITY INFORMATION

Our system is committed to racial equity and equal opportunity for all students. We collect information on race, ethnicity, and other student demographic data to measure our progress and guide our efforts to achieve these goals. Response or non-response to this section will not affect your consideration for admission.

Are you Hispanic or Latino? ☐ Yes ☐ No

What is your race? Select one or more

☐ WHITE	☐ HISPANIC / LATINO		☐ AMERICAN INDIAN / ALASKA NATIVE		
	☐ Argentinian	☐ Spanish-American	☐ Alaskan Athabaskans	☐ Hopi	☐ Shoshone
☐ BLACK / AFR AMERICAN	☐ Central American	☐ Spanish-Mexican	☐ Alaska Native	☐ Iroquois	☐ Shoshone Bannock Tribes
☐ African American	☐ Chicana/Chicano/Chicanx	☐ Sudamericana/Sudamericano/Sudamericanx	☐ Aleutian	☐ Jamestown Sklallam Tribe	☐ Sioux
☐ Black	☐ Chilean	☐ Tejano	☐ American Indian	☐ Kalispel Tribe of Indians	☐ Skokomish Indian Tribe
	☐ Colombian	☐ Uruguayan	☐ Apache	☐ Kiowa	☐ Snoqualmie Indian Tribe
☐ NATIVE HAWAIIAN/ OTHER PAC ISLND	☐ Costa Rican	☐ Venezuelan	☐ Bannock	☐ Klamath Tribes	☐ Spokane Tribe of Indians
☐ Guamanian/Chamorro	☐ Cuban		☐ Blackfoot	☐ Kootenai Tribe	☐ Squaxin Island Tribe
☐ Hawaiian	☐ Dominican		☐ Cherokee	☐ Lower Elwha Klallam Tribe	☐ Stillaguamish Tribe of Indians
☐ Samoan	☐ Ecuadorian		☐ Cheyenne	☐ Lumbee	☐ Suak Suiattle Indian Tribe
☐ Other Pacific Islander	☐ El Salvadorian		☐ Chickasaw	☐ Lummi Nation	☐ Suquamish Tribe
	☐ Galapagos Islander		☐ Chippewa	☐ Makah Tribe	☐ Swinomish Indian Tribal Community
☐ ASIAN	☐ Guajira/Guajiro/Guajirx		☐ Choctaw	☐ Muckleshoot Indian Tribe	☐ Tlingit
☐ Asian Indian	☐ Guatemalan		☐ Coeur d Alene Tribe	☐ Navajo	☐ Tohono O'Odham
☐ Chinese	☐ Hispanic		☐ Comanche	☐ Nez Perce Tribe	☐ Tulalip Tribes
☐ Cambodian	☐ Honduran		☐ Conf Salish & Kootenai Tribes	☐ Nisqually Indian Tribe	☐ Upper Skagit Indian Tribe
☐ Filipino	☐ La Raza		☐ Conf Tribes/Bands of Yakama Nation	☐ Nooksack Indian Tribe	☐ Yaqui
☐ Hmong	☐ Latina/Latino/Latinx		☐ Conf Tribes of Chehalis Reservation	☐ Osage	
☐ Japanese	☐ Mestiza/Mestizo/Mextiz		☐ Conf Tribes of Colville Reservation	☐ Paiute	
☐ Korean	☐ Mex-Amer, Mexican		☐ Conf Tribes of Grand Ronde	☐ Pima	
☐ Laotian	☐ Morena		☐ Conf Tribes of Siletz Indians	☐ Port Gamble Sklallam Tribe	
☐ Mienh	☐ Nicaraguan		☐ Conf Tribes of Umatilla	☐ Potawatomi	
☐ Other - Asian	☐ Nuevo Mexicano		☐ Conf Tribes of Warm Springs	☐ Pueblo	
☐ Thai	☐ Other - Hispanic		☐ Cowlitz Indian Tribe	☐ Puget Sound Salish	
☐ Vietnamese	☐ Panamanian		☐ Cree	☐ Puyallup Tribe	
	☐ Paraguayan		☐ Creek	☐ Quileute Tribe	
☐ OTHER NOT LISTED	☐ Peruvian		☐ Crow	☐ Quinault Indian Nation	
☐ _____	☐ Puerto Rican		☐ Delaware	☐ Samish Indian Nation	
☐ _____	☐ South American		☐ Eskimo	☐ Seminole	
	☐ Spanish		☐ Hoh Indian Tribe	☐ Shoalwater Bay Indian Tribe	

SUPPLEMENTAL QUESTIONS	
Have you been in Washington State, federal, or tribal foster case for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *	☐ Yes ☐ No
Has either of your parents earned a High School Diploma? * ☐ Prefer not to answer	☐ Yes ☐ No
Has either of your parents earned a bachelor's (4-year) degree? * Prefer not to answer	☐ Yes ☐ No
Are you currently employed? *	☐ Yes ☐ No
If employed, are you employed full-time? *	☐ Yes ☐ No
If not employed, are you seeking employment? *	☐ Yes ☐ No
Are you an active-duty member of the U.S. Armed Forces of Washington or National Guard? *	☐ Yes ☐ No
Are you the spouse or dependent of an active-duty military person stationed in Washington or of the National Guard? *	☐ Yes ☐ No
Have you separated from active-duty in the last 12 months? *	☐ Yes ☐ No
Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *	☐ Yes ☐ No

NON-DISCRIMINATION STATEMENT: Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

CPTC non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

ACKNOWLEDGEMENT

Student Signature	Date

Washington State Higher Education Residency Affidavit



People who are eligible to sign this affidavit pay in-state (resident) tuition and fees. They also meet residency requirements for state financial aid programs. Check your school's residency website or contact the residency office for submission instructions. For private institutions, check your school's financial aid website or contact the financial aid office.

Eligibility Requirements

To be eligible to sign this affidavit, you must:

- Earn a high school diploma, GED, or diploma equivalent before your first term at the college determining residency, **and**
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before your first term at the college determining residency.

Applicant Information

Name

Date of Birth

(Month/Day/Year)

ctcLink ID Number

(if applicable)

Certification

If you meet the eligibility requirements above, you must also sign this affidavit to qualify for residency. The affidavit is a promise between you and the institution determining residency. Please certify the following statement by signing below.

I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements on this affidavit form and that one of the following is true:

- I will file an application to become a permanent resident of the United States as soon as I am eligible to apply. I am also willing to engage in activities designed to prepare me for citizenship, including citizenship or civics review courses, or
- I am a U.S. citizen, U.S. national, or U.S. permanent resident.

Signature

Date

Place

(City, State)



Students using the WA Public Employees Tuition Waiver register after the quarter starts. CPTC employees register after day 2, and all other state and educational employees register after day 3 of the quarter. ([CPTC Policy 3.20](#))

INSTRUCTOR APPROVAL - LATE REGISTRATION

(State and Educational Employee Tuition Waiver)

Student's Name: _____

Student ID Number: _____

Summer Fall Winter Spring Year _____

Class Item Number: _____ Course ID: _____

Class/Program: _____

Class/Program Start Date: _____ Start Time: _____

Enter approval expiration date and/or enrollment restrictions such as: enroll only if prerequisites are met and class is not full. If left blank, approval will be honored as permission to enroll with no restrictions within the quarter indicated above.

Approval Expiration Date: _____

Restrictions: _____

Instructor Name: _____

Instructor's Signature

Date



WA State and Educational Employee Tuition Waiver Application

(Space Available)

Section 1 To be completed by eligible state employee (See Reverse for eligibility and registration information)					
ctcLink ID Number		Last Name		First Name	MI
Address		Apt#	City	State	Zip
Cell Phone		Other Phone		Date of Birth (MM/DD/YY)	
Name of Agency/Department/Institution			Position Title		
How long at this Position (Yrs/Mos)			E-Mail Address		
I have read all the eligibility and registration instructions on the reverse side. By signing, I affirm that I meet the eligibility requirements and agree to the registration instructions			Signature		Date
Section 2 To be completed by employee's supervisor or personnel office. (See reverse for eligibility information)					
Name (Please Print)				Job Title	
Name of Agency/Department/Institution				Phone Number	
Address of Agency/Department/Institution		City	State	Zip	
Please check the appropriate box. ☐ I certify the person listed above is an eligible employee halftime or more ☐ I certify the person listed above is an eligible K-12 teacher or other certified instructional staffholding or seeking a valid endorsement and assignment in the state –identified shortage area of _____ Pursuant to RCW28b.15.588 State and Educational Employees Tuition Waiver, Clover Park Technical College will waivetuition (operating and building fees) and services and activities fees for state employees and teachers and K-12 staff as listed below: Permanent employees in classified service under RCW 41.56 (State Civil Service Law) ☐ Permanent employees governed by RCW41.56 (Public Employees Collective Bargaining) ☐ Permanent employees and exempt paraprofessional employees of technical colleges ☐ Faculty, counselors, librarians and exempt professional/administrative employees at institutions of highereducation ☐ Teachers and other certificated instructional staff at public common and vocational schools holding or seeking a valid endorsement and assignment in a state-identified storage area. ☐ Classified staff employed at K-12 public schools, when the employee is taking courses relevant to their workassignment.					
Under the eligibility requirements listed on the reverse side, I certify that the person listed above is eligible to enroll using the state tuition waiver.					
Signature				Date	

Eligibility requirements and registration instructions on next page.

NON-DISCRIMINATION STATEMENT: Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

**CLOVER PARK TECHNICAL
COLLEGE PROCEDURE**
([CPTC Policy 3.20](#))

PROCEDURE

1. All public employees using the State and Educational Employees Tuition Waiver will apply for admission to Clover Park Technical College using either the online or paper application.
2. All public employees using this waiver will obtain permission from the Registrar or designee prior to registering for the classes.
3. Clover Park Technical College employees may register on a space available basis after day two (2) of the class start date.
 - a. Instructor Permission is required.
 - b. CPTC employees may not register prior to day two of the quarter to hold space in a class. There will be no refund to change to the tuition waiver.
 - c. If registering prior to day two of the class start date, full tuition and fees must be paid.
4. All other state and educational employees may register on a space available basis after day three (3) of the class start date. Instructor permission is required.
 - a. Must provide documentation of public employment in Washington State.
 - b. State and Educational Employees may not register prior to day three (3) of the class start date.
 - c. If registering prior to day three of the class start date, full tuition and fees must be paid. There will be no refund to change to the tuition waiver.
5. Students will pay fees upon registration to avoid being dropped for non-payment.
 - a. If using a voucher to pay fees, please contact the Senior Funding Specialist at agencyfunding@cptc.edu or 253-589-5663.

FEES: \$20.00 per credit up to ten (10) credits per quarter. In addition, students will be charged the comprehensive fee and may also incur special course fees, background check and testing fees.

Director of Enrollment Services/Registrar, or designee	Date
--	------

ADD/DROP FORM

REGISTRATION & SCHEDULE CHANGE

INSTRUCTOR APPROVAL CODE

- O** – Class is full - overload student
- R** – Student may admit/register for course
- V** – Variable credit – instructor must provide # of cr.
- A** – Student may audit course
- W** – Waive course or program requisites

CTCLINK ID # PREVIOUS SID # (if applicable) QUARTER/YEAR

LAST NAME FIRST NAME MIDDLE INITIAL

REQUEST TYPE (check one)		COURSE TITLE	CLASS #	INSTRUCTOR APPROVAL	
ADD	DROP*			INSTRUCTOR SIGNATURE	APPROVAL CODE (see above)

*If dropping classes, provide reason(s): _____

Adding/Registering for Classes

Adding classes may result in additional tuition and fees. You are responsible for your full tuition and fees by the quarter's fee due date. Students registering after the due date must pay full tuition and fees within 2 business days. Failure to pay full tuition and fees may result in all classes being dropped for non-payment.

Dropping/Withdrawing from Classes

If you receive financial aid, veterans' benefits, or other tuition assistance, it is recommended you check with your funding office to find out how this may affect your financial assistance and eligibility.

Tuition & Fee Updates

Changes to your schedule may result in additional tuition and fees or refund. Please allow 24 hours for the system to recalculate your tuition and fees after your request is processed. You may view your account balance in your ctcLink Student Homepage under Financial Account.

Refunds

All refunds must be reviewed. Please allow 2-3 weeks for processing.

NON-DISCRIMINATION STATEMENT: Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

I have read the information above and have returned all college owned equipment, books, and/or supplies.

PRINT NAME

STUDENT SIGNATURE

TODAY'S DATE

ACTIVATE YOUR CTCLINK ACCOUNT

1

LOG IN

Go to the MyCC website at www.cptc.edu/mycc, and click on “**ctcLink Login.**”

2

ACTIVATE

Find and click on the “**Activate Your Account**” link.

Recommended to activate your account using a laptop or desktop computer.

3

ENTER YOUR INFORMATION

Enter your first name, last name, date of birth, and ctcLink ID number, and click on “**Submit.**”

- Enter an email address you have reliable access to.
- Remember your security questions and answers.
- IT will not be able to recover your security information.

4

CREATE YOUR PASSWORD

Your password should include at least: 8 characters, 1 uppercase letter, 1 lowercase letter, and 1 number.
Do not use your first or last name in your password.

5

REMEMBER YOUR INFORMATION

Be sure to take note of your ctcLink ID number, password, and security questions and answers.
Do not share your credentials.

Forgot your ctcLink ID number?

ctcLink ID Look Up & ctcLink for Students at
www.cptc.edu/about/ctclink/students

Learning Resource Center

Located in Building 15, Lakewood Campus
For hours, check out the LRC website at
www.cptc.edu/lrc.

