WSU Libraries Authorization for University Fee Waiver

Employee Name: ________________________________________________

_____________________________________________________________

Signature Date

Course name(s): ____________________________ Total credits: ________

Fall _________ Spring _________ Summer _________

(enter year) (enter year) (enter year)

Select one of the following options:

| Class is during working hours and arrangements have been made to make-up work time. |
| When you select this option, Classified Staff: Attach a SCHEDULE CHANGE FORM |

Class is during non-working hours. No make-up time is needed.

RELEASE TIME:

Class is job-related and is considered part of the normal work assignment. No make-up is necessary.

Supervisor, please provide a brief justification for release time: (required)

Supervisor Name: ________________________________________________

_____________________________________________________________

Signature (Approval) Date
1) Complete required forms:
   • WSU Libraries Authorization for University Fee Waiver (below)
   • University Fee Waiver or Summer Educational Benefits form
   • Libraries’ Schedule Change Notice (staff only).

2) Obtain supervisor’s signature on the Libraries’ authorization form.

3) Bring all completed forms to Bonny in LAO.

4) Bonny will obtain the required signature from Jay Starratt or Carol Robinson (as “department chair”) on the University Fee Waiver (or Summer Educational Benefits) form.

5) You must be admitted to the University to take classes. Go to: [http://admission.wsu.edu/applications/index.html](http://admission.wsu.edu/applications/index.html) to locate the appropriate form. (If being admitted for the first time, fees will be required. Fees may also be required for reenrollment. Contact admissions or the Graduate School for specific information on fees.)

6) The week before the class begins, or during the first week, take the signed University Fee Waiver (or Summer Educational Benefits) form to Human Resource Services, French Admin 139. They will verify your eligibility to take classes and sign the form.

7) During the first week of classes, take the waiver form to the Registrar’s office (or Summer Session office), French Ad. 346, and receive additional instructions from them.

8) Pay the $5 fee at the Cashier’s Window (French Ad. 240) or via zzsis.

9) Attend the first class, verifying enrollment with the professor.

10) Study hard and pass!