

Office of the Registrar
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EMPLOYEE TUITION WAIVER & REGISTRATION FORM

Employees of the College may use this form to apply for tuition waiver and register for one or more undergraduate or graduate level courses in the term specified. If the employee is seeking academic credit, additional information is required due to reporting requirements to the U.S. Department of Education. Registration is contingent upon course space availability and is subject to employee eligibility. For the list of Eligibility Guidelines, please visit the Office of Human Resources web page at <http://hr.washcoll.edu>.

Instructions:

1. Complete this form, including the additional information required if seeking academic credit.
2. Obtain the required signatures from the Office of Human Resources, then submit the form to the Registrar's Office.
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