60.73.6

SUMMER EDUCATIONAL BENEFIT REQUEST

WASHINGTON STATE UNIVERSITY
SUMMER SESSION OFFICE

To allow for processing and to avoid potential late registration and penalty fees, this form **must be submitted in person** (not via campus mail) **to the Summer Session Office on the first day of class**.
The student must be admitted to WSU or Summer Session to obtain the benefit. See 60.73.

NAME: Last, First, Middle Initial			WSU ID NUMBER	
RESIDENCE ADDRESS			WORK TELEPHONE NUMBER	HOME TELEPHONE NUMBER
CITY	STATE	ZIP	EMPLOYING DEPARTMENT	

STATUS

- ☐ WSU Faculty
- ☐ WSU Administrative/Professional
- ☐ WSU Civil Service Employee
- ☐ WSU Bargaining Unit Employee
- ☐ ROTC at WSU

CAMPUS LOCATION

- ☐ WSU Pullman
- ☐ WSU Spokane
- ☐ WSU Tri-Cities
- ☐ WSU Vancouver
- ☐ Other (Identify)

YEAR

WSU EMPLOYEE MAKEUP ARRANGEMENTS

- ☐ The employee will attend this class during working hours and the employee has made arrangements to make up work.
- ☐ The employee will attend this class during nonworking hours. No makeup is necessary.
- ☐ This class is related to the employee's current position and is considered part of the work assignment. No makeup is necessary.

COURSE REQUESTS - Indicate courses below to request enrollment.

Schedule Line No.	Course Prefix and No.	Sec. No.	Course Title	Meeting Times	Credit Hours	Audit YES	Audit NO	Instructor Signature Required for enrollment after 5th day, audit, or if time conflict	Department Chair Signature Required for enrollment in impacted classes

Enrollees under the WSU Summer Educational Benefit are registered on a space available basis. Should a course not be available, you will be notified either by telephone or mail. Payment of the $5.00 administration fee and any other special course fees, laboratory fees (if applicable) is due by the payment deadlines cited in the Summer Session Catalog to avoid late payment penalties. A schedule/fee statement will not be mailed prior to the implementation of the late payment deadline. Consult the Summer Session Catalog or contact Accounts Receivable regarding fee payment questions. Make payments at a WSU cashier's office.

SIGNATURE OF STUDENT

ELIGIBILITY CERTIFICATION

I certify that the indicated employee has the department's permission to enroll under the Summer Educational Benefit for WSU employees in accordance with the work makeup arrangements shown above.

DEPARTMENT CHAIR SIGNATURE	DATE

WSU HUMAN RESOURCE SERVICES SIGNATURE*	DATE

WSU1365-GENEX148-0416

* HRS begins signing requests no sooner than one week prior to the start of each summer session.

Route the original and copy to the WSU Pullman Summer Session Office or the applicable campus registrar's office at other WSU locations. That office routes the copy to the campus receivables office.

Revised 04-16