

Washington Conference of Seventh-day Adventists  
Office of Education

**REQUEST SHEET TO ATTEND  
WALLA WALLA UNIVERSITY SUMMER SCHOOL**

DUE APRIL 15

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Tuition, dormitory room and mileage for one round trip are provided for conference-subsidized teachers under contract for the following year. Full summer dorm reimbursement is based on a full summer load.

A full load is at least 8 quarter hours.

I plan to attend WWU Summer School for the following reason(s).

\_\_\_\_\_ Certification renewal                      \_\_\_\_\_ Master's degree

\_\_\_\_\_ Special workshops                              \_\_\_\_\_ Endorsements

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Number of hours I plan to take

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Approved by Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

## Walla Walla University Policy on Summer Tuition for NPUC Teachers

To provide for the educational needs of K-12 teachers in the North Pacific Union Conference, Walla Walla University will continue to offer courses that will enhance the educational experience of teachers and/or help them earn a master's degree at Walla Walla University. Eligible teachers are not charged tuition for courses taken at Walla Walla University during the summer. The University and Union negotiate a flat fee for all NPUC teachers, adjusted annually. Teachers may, however, be responsible for additional fees and costs, such as tour costs.

### Eligibility requirements:

1. An employee must have already earned a bachelor's degree.
2. An employee must be an administrator or teacher with a full-time or part-time contract in an NPUC school, grades K-12, for the *subsequent* school year.
3. An employee must seek approval through the local Conference educational office to apply for this program.

### The following are not eligible:

1. Employees who have not completed a baccalaureate degree.
2. Teacher aides and other staff members.
3. Employees who do not have a contract in an NPUC school, grades K-12, for the *subsequent* school year.

### Additional restrictions for approved *part-time* teaching employees:

1. A maximum of six credits are permitted.
2. Courses must contribute to the employee's professional development, as approved by the employing organization.
3. Enrollment is permitted on a space-available basis and does not count toward the minimum required enrollment for a class to be offered.