

GRADUATE ASSISTANT TUITION WAIVER GUIDELINES

Tuition Waiver Eligibility

Graduate assistants receive a tuition waiver benefit for courses taken during their assistantship through the subsequent summer session. The number of tuition waiver credits available is dependent upon several factors, including but not limited to, level of appointment, start date and end date; refer to the appropriate [Summary of Benefits](#) for detailed information on determining your tuition waiver benefit eligibility. Tuition is paid at the standard on-campus rate only.

Graduate assistants who resign or terminate an assistantship prior to completing the full term of her/his appointment may forfeit a portion of the tuition benefit. In this circumstance, the tuition waiver benefit will be prorated based on the percentage of appointment fulfilled and may result in a balance due on the student's account, for which the student will be responsible.

Application of Tuition Waiver Benefits with Other Financial Assistance

The tuition waiver benefit is considered a financial aid resource and must be reported to the Office of Scholarship and Financial Aid (OSFA). The OSFA will review the financial aid award and revise the award as appropriate, which may include reduction or cancellation of any need-based aid.

Submitting a Request for Tuition Waiver

To submit a request for tuition waiver, complete and submit a tuition waiver request form, available in CentralLink under [My Account](#) → [My Work Day](#) → [Graduate Assistant Tuition Waiver Request](#).

Tuition waiver requests must be submitted during the **designated waiver periods of:**

Fall: July 15 – October 31

Spring: November 15 – February 28

Summer: April 15 – July 31

Prior to submitting a request, you **MUST** receive an official letter of appointment from the Director of Graduate Studies for the semester which you are requesting a waiver, or have remaining available tuition waiver credits from the current academic year.

Additionally, you **MUST** be registered for the credit hour(s) you are requesting to waive. It is strongly encouraged that tuition waiver requests be submitted as soon as possible after registering for the course(s).

Submitted tuition waiver requests are reviewed and processed by Faculty Personnel Services (FPS). Approved requests are forwarded to the OSFA to be applied to your financial aid package, and to Student Account Services and University Billing (SASUB) to be applied to your student account. This process may take 2 – 3 weeks. You may monitor the status of your requests in CentralLink.

You are responsible for paying all fees* (i.e. course fees, phone, rent, etc.) and any excess tuition owed, including late fees assessed. If changes in your enrollment occur after you have submitted an original tuition waiver request, promptly submit a drop or add waiver request. Any refund received as a result of over reimbursement from a tuition waiver will be returned to the University.

*Student Services Fee

During semesters in which a student is actively employed as a graduate assistant, the Student Services Fee will be waived. Full-time graduate assistants will have the full fee waived (\$225); graduate assistants appointed on a part-time basis will have the fee waived at a prorated amount based upon the portion of their assistantship to a full-time appointment (ex. half-time appointment = \$112.50). The Student Services fee waiver will be applied automatically and does not require a tuition waiver request.