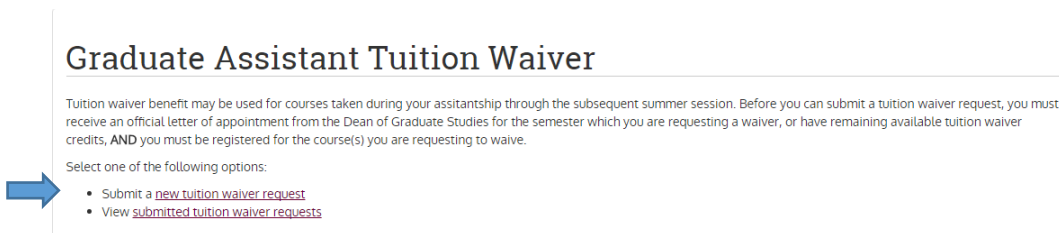


HOW TO SUBMIT A TUITION WAIVER REQUEST

Graduate assistants receive tuition waiver benefit that may be used for courses taken during their assistantship through the subsequent summer sessions.

Prior to submitting a request, graduate assistants MUST receive an official letter of appointment from the Director of Graduate Studies for the semester which the graduate assistant is requesting a waiver, or have remaining available tuition waiver credits from the current academic year. Additionally, graduate assistants MUST be registered for the credit hour(s) for which the graduate assistant is requesting a waiver. Graduate assistants are strongly encouraged to submit tuition waiver requests as soon as possible after registering for courses.

- 1.) 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. You may also use this link to monitor the status of your previously submitted requests. Select *Submit a new tuition waiver request*.



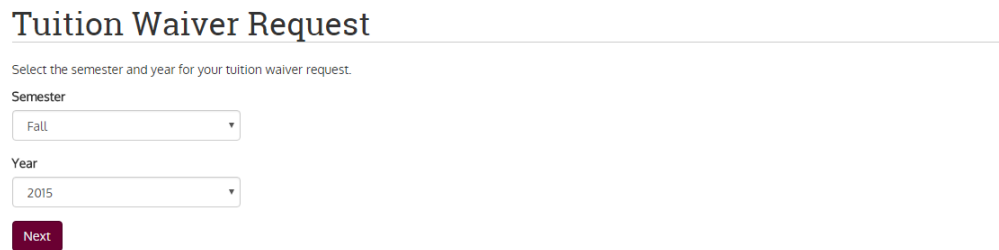
Graduate Assistant Tuition Waiver

Tuition waiver benefit may be used for courses taken during your assistantship through the subsequent summer session. Before you can submit a tuition waiver request, you must receive an official letter of appointment from the Dean of Graduate Studies for the semester which you are requesting a waiver, or have remaining available tuition waiver credits, AND you must be registered for the course(s) you are requesting to waive.

Select one of the following options:

- Submit a [new tuition waiver request](#)
- View [submitted tuition waiver requests](#)

- 2.) Select the semester for which you are requesting a tuition waiver. Tuition waiver requests must be submitted during designated waiver periods. Click *Next*.



Tuition Waiver Request

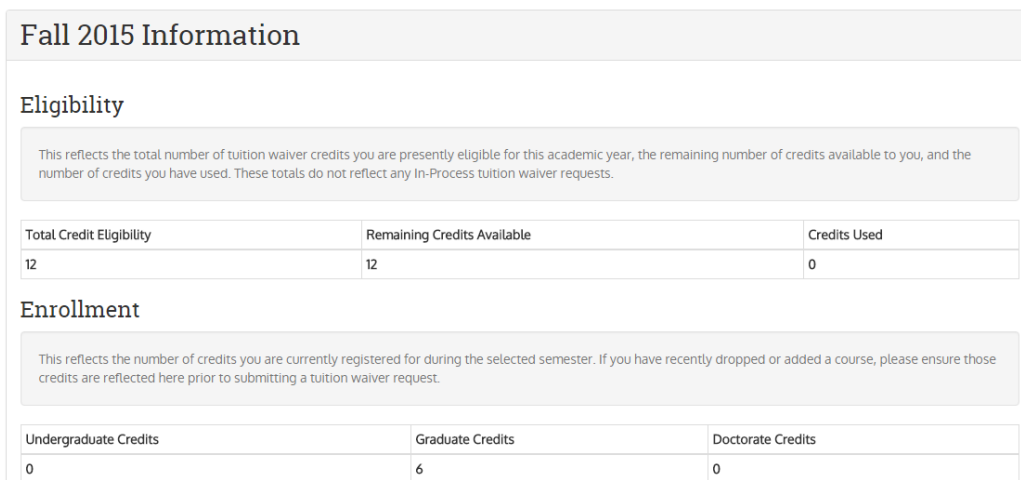
Select the semester and year for your tuition waiver request.

Semester
Fall

Year
2015

Next

- 3.) You will be presented with your tuition waiver Eligibility for the academic year as well as your Enrollment for the selected semester. This information may change if there are changes to your appointment or enrollment.



Fall 2015 Information

Eligibility

This reflects the total number of tuition waiver credits you are presently eligible for this academic year, the remaining number of credits available to you, and the number of credits you have used. These totals do not reflect any In-Process tuition waiver requests.

Total Credit Eligibility	Remaining Credits Available	Credits Used
12	12	0

Enrollment

This reflects the number of credits you are currently registered for during the selected semester. If you have recently dropped or added a course, please ensure those credits are reflected here prior to submitting a tuition waiver request.

Undergraduate Credits	Graduate Credits	Doctorate Credits
0	6	0

By course level, indicate the number of credit hours of tuition waiver you would like to request. Graduate assistants may use their tuition waiver benefit for courses taken during their assistantship through the subsequent summer sessions; therefore, you may elect to allocate your tuition waiver benefit as you choose.

Waiver Information

By course level, indicate the number of credit hours you are requesting to process. Requests cannot exceed the total number of credits available, or that you are registered for.

Request Type	Undergraduate	Graduate	Doctorate
Waive	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="0"/>

Certify and submit your tuition waiver request.

Certification

I certify that...

- I have read and understand the information contained in the Graduate Assistant Tuition Waiver policy.
- I am enrolled in the credit hours for which I am submitting a tuition waiver.
- Waivers submitted for this academic year do not exceed my total maximum available.
- I am responsible for **PAYING ALL FEES AND ANY EXCESS TUITION OWED** in conjunction with the above credit hours that are not covered through the tuition waiver program. **LATE FEES** assessed due to unpaid tuition or fees which I owe (i.e. course fees, phone, rent, etc.) are my responsibility.
- I will promptly submit a drop or add waiver for changes to my original course enrollment. Any refund received as a result of over reimbursement from a GA waiver will be returned to the University.
- I have reviewed the Office of Scholarships and Financial Aid (OSFA) [Tuition Waiver and Financial Aid policy](#). I understand that the tuition waiver is considered a financial aid resource and **MUST** be reported to OSFA; OSFA will review my financial award and revise the award as appropriate, which *may include* the reduction of my student loan eligibility.
- I am responsible for any charges that may result from erroneous information above or ineligibility for the tuition waiver benefit.

You may monitor the status of your request from your Graduate Assistant Tuition Waiver homepage. You will receive an email notification once your tuition waiver request has been processed by Faculty Personnel Services. Allow 2 – 3 weeks for a tuition waiver request to be applied to your student account.

Graduate Assistant Tuition Waiver

Tuition waiver benefit may be used for courses taken during your assistantship through the subsequent summer session. Before you can submit a tuition waiver request, you must receive an official letter of appointment from the Dean of Graduate Studies for the semester which you are requesting a waiver, or have remaining available tuition waiver credits, **AND** you must be registered for the course(s) you are requesting to waive.

Select one of the following options:

- [Submit a new tuition waiver request](#)
- [View submitted tuition waiver requests](#)

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.

Waiver Information

By course level, indicate the number of credit hours you are requesting to process. Requests cannot exceed the total number of credits available, or that you are registered for.

Request Type	Undergraduate	Graduate	Doctorate
Drop	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Add	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

For more information on your tuition waiver benefit, please review the [Graduate Assistant Tuition Waiver Guidelines](#). Questions may be directed to Faculty Personnel Services at (989) 774 – 3368.