

**Shepherd University**  
**Graduate Studies Petition for Waiver of Tuition**  
**“Employees or Graduate Student Researcher Form”**

Date Received by Graduate Studies: \_\_\_/\_\_\_/\_\_\_ Semester (one form per semester): 20\_\_F\_\_S\_\_Sum\_\_  
 Name: \_\_\_\_\_ Student Identification # \_\_\_\_\_  
 Street/P.O. Box: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_

**Directions:** Use this form if you are an employee of Shepherd or Blue Ridge Community or Technical College, or a graduate student worker with a Shepherd or SURC Grant. If you are a student affairs employee with a scholarship, you must use another form entitled “Student Affairs Scholarship Recipient Waiver Form.” If you are not an employee and would like a tuition waiver, please use the “Student Waiver Form.” All forms are located on the Graduate Studies website at <http://www.shepherd.edu/graduate-studies/forms.html>

**Due: Fall Semester – July 1; Spring Semester – November 1; Summer – March 1**  
**Category Request -- Please Check Petition Type and Number of Credits**

(Please indicate number of credits to waive) \_\_\_\_\_ Credits

1. **Full time Employee of Shepherd University (Shepherd Employee Waiver):** \_\_\_\_\_  
*[Must be Full Time for minimum of 6 months – See Verification below] 6 Credits Max*
2. **Full Time Employee of Blue Ridge Community & Tech. College (BRCTC Waiver):** \_\_\_\_\_  
*[Must be Full Time for minimum of 6 months at BRCTC – See Verification below] 6 Credits Max*
3. **Graduate Student Researcher working on Shepherd or SURC Grant (GSR)** \_\_\_\_\_  
*[Requires PI or Co-PI and Student Worker Coordinator Support – See Verification below]*

**For #1 Above–Must have Human Resources Verification from Shepherd University (and p. 2)**

**For #2 Above–Must have Human Resources Verification from BRCTC (and p. 2)**

Date of Six Month Minimum Met: \_\_\_\_\_ (Must Precede Waiver Petition Date Received above)  
 Name of Verification Official: \_\_\_\_\_ Signature of Verification Official: \_\_\_\_\_  
 Title of Verification Official: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**For #3 Above–Must have PI or Co-PI Verification, Grant Indicated and Type of Work by GSR**

Signature – HR/Student Employment Coordinator that Job has been Posted for 5 days and Employment Application has been submitted (Shepherd Human Resources): \_\_\_\_\_

Total Amount of Graduate Student Researcher Funds to Student: \$\_\_\_\_\_

Name of PI or Co-PI: \_\_\_\_\_ Signature of PI or Co-PI: \_\_\_\_\_

Grant Title: \_\_\_\_\_ Type of GSR Work [Indicate all - List on Page 2]

***Email signatures may be used, but must be attached to this form when submitted to the Division of Graduate Studies.*** Multiple requests for waivers/grant work must include all respective signatures.

Approved: \_\_\_ Denied: \_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean of Graduate Studies and Continuing Education

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**Student Supporting Documentation:**

**1. Full time Employee of Shepherd University (Shepherd Employee Waiver):**

- a. Applicant’s current position at Shepherd University:  
\_\_\_\_\_
- b. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):  
\_\_\_\_\_
- c. Relationship between degree sought and the applicant’s employment at Shepherd University:  
\_\_\_\_\_  
\_\_\_\_\_
- d. Indicate current academic background and qualifications to pursue graduate studies:  
\_\_\_\_\_  
\_\_\_\_\_
- e. Applicant’s ultimate career goals and the role of graduate study in those career goals:  
\_\_\_\_\_  
\_\_\_\_\_

**2. Full Time Employee of Blue Ridge Community & Tech. College (BRCTC Waiver):**

- a. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):  
\_\_\_\_\_
- b. Applicant’s ultimate career goals and the role of graduate study in those career goals:  
\_\_\_\_\_  
\_\_\_\_\_

**3. Graduate Student Researcher:**

- a. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):  
\_\_\_\_\_
- b. Applicant’s ultimate career goals and the role of graduate study in those career goals:  
\_\_\_\_\_  
\_\_\_\_\_
- c. Type of GSR Work (Indicate all)\*[\*E.g., Literature Review, Statistical Analysis, Qualitative Assessment, Other – Must be Identified] \_\_\_\_\_  
\_\_\_\_\_

Further information from graduate student to help support petition type(s) above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_