

**Shepherd University**  
**Graduate Studies Petition for Waiver of Tuition**  
**“Student Affairs Scholarship Recipient Waiver 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 a Student Affairs Scholarship Recipient. This request is in addition to your Scholarship/Employment with Student Affairs. If you are an employee of Shepherd without a Student Affairs Scholarship or a Blue Ridge Community and Technical College employee, or a graduate student worker with a Shepherd or SURC Grant, please use the “Employees or Graduate Student Researcher Form.” If you are not an employee of Shepherd or BRCTC, you must 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 credits requested to waive) \_\_\_\_\_ Credits

1. **On-Campus Student Affairs Scholarship/Employee Recipient Requesting Additional Waiver for Tuition:** \_\_\_\_\_

**Must have Proper Signatures Below for Waivers in addition to Student Affairs Support**

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

Name of Student Affairs Official Providing Student Affairs Support: \_\_\_\_\_

Signature of Student Affairs Official: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

Title of Student Affairs Official: \_\_\_\_\_

Your Position: \_\_\_\_\_ Average Hours Worked / Week for Student Affairs: \_\_\_\_\_

Total Amount of Scholarship/Employment from Student Affairs: \$ \_\_\_\_\_

**Waiver Support Information:**

- 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:  
 \_\_\_\_\_  
 \_\_\_\_\_

***Email signatures may be used, but must be attached to this form when submitted to the Division of Graduate Studies.*** When requesting multiple waiver requests, all respective signatures are required.

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