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: _____
Email: _____ Phone: _____

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-current.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):
_____

Fill out the letter of explanation to provide more information on need, ultimate career goals, and the role of graduate study in those 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

Financial Aid Request Letter of Explanation

Signature: _____ Date: _____