

Shepherd University
Graduate Studies Petition for Waiver of Tuition
"Student 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 not an employee of Shepherd or Blue Ridge Community and Technical College, or a graduate student worker with a Shepherd or SURC Grant, or a Student Affairs Scholarship Recipient. 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 an employee of Shepherd or BRCTC, or a Graduate Student Researcher with a Shepherd or SURC Grant, please use the "Employees or Graduate Student Researcher 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 number of credits to waive) | <u>Credits</u> |
|--|----------------|
| 1. Not Full time Employee of Shepherd University (Graduate Student Waiver):
<i>[Must be taking at least three credits for partial waiver]</i>
AND/OR | _____ |
| 2. Graduate Assistantship (GA Waiver/Scholarship):
<i>[Must be taking at least three credits for partial waiver]</i> | _____ |

For #2 Above: Must have Graduate Coordinator Signature, Proposed Graduate Faculty and Scholarship Type indicated.

Signature of Graduate Coordinator: _____ Date: _____
 Proposed Graduate Faculty or Administrator for GA: _____
 Proposed outcome: (e.g., Book, Article, Presentation, Grant, Music Score, Other)

Waiver Support Information

For both #1 and #2 Above: Provide the following to support your waiver request

- a. Graduate Program Enrolled in: (Must be at least provisionally admitted): _____
- b. 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. Multiple requests for waivers/grant work must include all respective signatures.

Approved: ___ Denied: ___ Signature: _____ Date: _____

Dean of Graduate Studies and Continuing Education

**Financial Aid Request
Letter of Explanation**

Signature: _____ Date: _____