PURDUE UNIVERSITY

NORTHWEST

Request for Approval of Graduate Staff Fee Remission

Bursar Office Form 1003 – Revised 05/03/16

PLEASE PRINT CLEARLY

A NEW FORM MUST BE SUBMITTED FOR EACH TERM YOU ARE REQUESTING REMISSION. All forms must be completed in full in order to be processed. Incomplete forms will be returned to staff member. Please review the policy on the back of this form. This form must be submitted to the Graduate Studies Office NOT LATER THAN 3 WEEKS FROM TIME OF APPOINTMENT (employment start date must be within the first 6 weeks of the term to qualify for remission).

Section A – Please complete the following employment information:

Name:	Student ID Number:
Employing Department:	Employing Campus:
Position Title: 🗌 Grad Profess. 🗌 Resrch. Asst. 🗌 Teach Asst.	Graduate Staff Appointment Date:
Appointment % of Full Time: .25CUL .50 CUL Over .50	CUL* Office Phone Ext:

*If above .50 CUL, the supervisor signing this form must request approval from the VCAA and submit a copy of the approval form with this request.

Complete this section *only* if requesting remission for summer and you will not hold a graduate staff appointment during the summer.

1.	Did vou hold a graduate staff	position during the past spring semes	ter? Yes	No

2. Will you hold a graduate staff position during the next fall semester? _____Yes _____No

3. When will you complete your degree requirements? Month

Section B – Please complete the following enrollment information:

Fall 20 Spring 20

Summer 20_

Year

Student Enrollment Information	Subject	Course Number (not CRN)	Credit Hours
Course Schedule: Days/Time			
		Total Hours	
Diagon list other graduate staff and	pointmonte student hourly	annointments or any other an	ploymont within the Durdue

Student – Please list other graduate staff appointments, student hourly appointments or any other employment within the Purdue University system (any campus):

Employing Department	Employing Campus	Hourly or Grad Staff Appt. Hours per week	Start Date

*I certify that I am enrolled as a Purdue University graduate student in a degree or teacher license program. Based on my graduate staff appointment, I hereby request a graduate fee remission. I understand that my graduate staff appointments, either alone or in combination with other grad staff appointments or student hourly employment, may not exceed .50 CUL (half-time). Any exceptions to this policy must be pre-approved by the Vice Chancellor of Academic Affairs. By signing this form, I certify that my employment at Purdue University (any campus) does not exceed .50 CUL. Additional employment with any Purdue University campus (beside this appointment) must be disclosed on this form. If additional positions are obtained after submission of this fee remission, I understand that my total concurrent employment may not exceed .50 CUL (half-time).

Requested: ____

(Student*)

Date: _____

I certify that the graduate staff appointee listed above is eligible for a graduate fee remission in accordance with University policy.

Recommended:(Empl	oying Department Head)	Date:
Approved Not Approved	(Director, Graduate Studies O	
Bursar	Office Use Only: Date Entered	Initials
Hammond Campus 2200 169 th Street Hammond, IN 46323 (219) 989-2560 bursar@pnw.edu		Westville Campus 1401 S. U.S. Hwy. 421 ■ Westville, IN 46391 (219) 785-5338 ■ bursar@pnw.edu

GRADUATE STAFF FEE REMISSION POLICY

A. Graduate Student Staff Remission

Graduate student staff appointed as Graduate Aides or Graduate Administrative/Professional Staff receive a tuition and fee remission each semester and summer session that they are employed. The fee remission relieves the graduate student of the obligation to pay full tuition and fees and requires the student to pay only a nominal fee each semester and one-half the semester rate during the summer.

B. Eligibility

A student is eligible for the graduate staff fee remission if the appointment is in effect during the first six weeks of a semester or July 1 of the summer session.

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the summer session and coursework is continued, all fees will be assessed for the semester or summer session.

Students enrolled in the summer session are eligible for summer fee remission if they held a graduate staff appointment in the prior spring semester and also will be appointed to a graduate staff position in the following fall semester.

A student who held a graduate staff appointment in the spring semester but will not hold one in the fall semester because he or she will complete degree requirements during the summer may be granted a tuition and fee waiver for the summer session.

C. Enrollment Guidelines

Guidelines for the number of hours of course and research registration have been established by the Graduate School for use by departments in monitoring graduate student staff. These guidelines suggest a maximum course plus research registration as follows:

Employment %	Maximum Credit Hours during	Maximum Credit Hours during
of Full Time	the Fall or Spring Semester	the Summer Session
25%	15 Credit Hours	8 Credit Hours
50%	12 Credit Hours	6 Credit Hours