

Request for Approval of Graduate Staff Fee Remission

Bursar Office Form 1003 – Revised 07/07/25

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 .50CUL* 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 you hold a graduate staff position during the past spring semester? ☐ 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 _____ Year _____

Section B – Please complete the following enrollment information:

☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Student Enrollment Information Course Schedule: Days/Time	Subject	Course Number (not CRN)	Credit Hours
		Total Hours	

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: _____ Date: _____
(Student*)

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

Recommended: _____ Date: _____
(Employing Department Head)

☐ Approved ☐ Not Approved _____ Date: _____
(Director, Graduate Studies Office)

Bursar Office Use Only: Date Entered _____ Initials _____

GRADUATE STAFF FEE REMISSION POLICY

A. Graduate Student Staff Remission

Graduate student staff appointed as Graduate Staff or Graduate Administrative/Professional Staff are eligible to 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 reduced flat 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:

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

International Students

International students must maintain a minimum course load of 8 credit hours, unless they have an approved reduced course load, or are participating in full time Curricular Practical Training.