

Request for Approval of Graduate Staff Fee Remission

Student Accounts Office Form 6003 – Revised 11/21/05

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. (NEW FORM REQUIRED FOR EACH TERM.) PLEASE REVIEW THE POLICY ON THE BACK OF THIS FORM.

Section A – Please complete the following employment information:

Name: _____ Student ID Number: _____
 Employing Department: _____ Employing Campus: _____
 Position Title: _____ Graduate Staff Appointment Date: _____
 Appointment % of Full Time: _____ Office Phone Extension: _____

If this is a request for a summer fee remission and you will not hold a graduate staff appointment during the summer, please complete this section.

1. Did you hold a graduate teaching assistantship during the past spring semester? ___ Yes ___ No
2. Will you hold a graduate teaching assistantship 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 _____

Schedule Days / Hrs	Subject	Course Number	Credit Hours
Total Hours			

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.

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

Executive Dean, The Graduate School _____ Date: _____

STUDENT ACCOUNTS OFFICE USE ONLY		
DATE ENTERED _____	INITIALS _____	AUDITED _____

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GRADUATE STAFF FEE REMISSION POLICY

NOTE: If eligible for Financial Aid through the FAFSA (Free Application for Federal Student Aid), acceptance of a Graduate Staff Fee remission may affect your Financial Aid award(s).

A. Graduate Student Staff Remission

Graduate student staff appointed as Graduate Administrative/Professional Staff or Graduate Aides 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 teaching assistantship in the prior spring semester and also will be appointed to a teaching assistantship in the following fall semester.

A student who held a teaching assistantship 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
75%	9 Credit Hours	5 Credit Hours
100%	6 Credit Hours	3 Credit Hours