

**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. <b>Not Full time Employee of Shepherd University (Graduate Student Waiver):</b><br><i>[Must be taking at least three credits for partial waiver]</i><br><b>AND/OR</b> | _____          |
| 2. <b>Graduate Assistantship (GA Waiver/Scholarship):</b><br><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: \_\_\_\_\_