

GRADUATE COLLEGE
777 Glades Road, SU 80, Rm 101
Boca Raton, FL 33431-0991
(561) 297- 4485 FAX: (561) 297-1212
<http://fau.edu/graduate/>

Please return to the Graduate College Business Manager at: acasacci@fau.edu

Request for Tuition Waivers for Graduate Assistants (GA) in Non-Academic Areas (Student Hire Approval)

Policy Statement: In order to use tuition benefits for graduate assistants in non-academic areas, prior approval by the Dean of the Graduate College is required. Form 18 (Pre-approval Form) must be approved before the hiring department can begin recruitment. Form 19 (Approval Form) must be approved prior to including a tuition waiver in the compensation package. Approved Graduate assistants are eligible to receive tuition benefits, provided all requirements listed on the [Tuition Benefits Policy for Graduate Students](#) are met.

Required Documentation: An approved Form 18 must be on file with the Graduate College before submitting a Form 19.

Deadline: This form must be submitted and approved by the Dean of the Graduate College before the add/drop deadline of the anticipated start term.

I. Must be Completed by the Hiring Department

Department:	Department Contact:
Supervisor Name/Title/Classification (AMP/Faculty):	Supervisor Email:
Position Title:	Student Name:
Start/End Date: To	Sudent Z Number:

COMPENSATION

COMMENTS

Contract (9 month or 12 month):
Maximum Credit Hours/Year:
FTE Assignment (hours/week): **Hourly Stipend:**
Residency (in-state or out-of-state):
Graduate College Contribution Request (% covered by Graduate College and % covered by Hiring Department):

QUALIFICATIONS

Program/Major:
Degree Level (masters or doctoral):

JUSTIFICATION (Please provide detailed justification of alignment with FAU Strategic Plan and BOG Metrics):

II. Authorization

Reviewed by Supervisor: _____ / _____
Supervisor Name Signature Date

Reviewed by Department: _____ / _____
Department Head Name Signature Date

Reviewed by College: _____ / _____
College Dean / Designee's Name Signature Date

Reviewed by Graduate College: _____ / _____
Graduate Dean / Designee's Name Signature Date