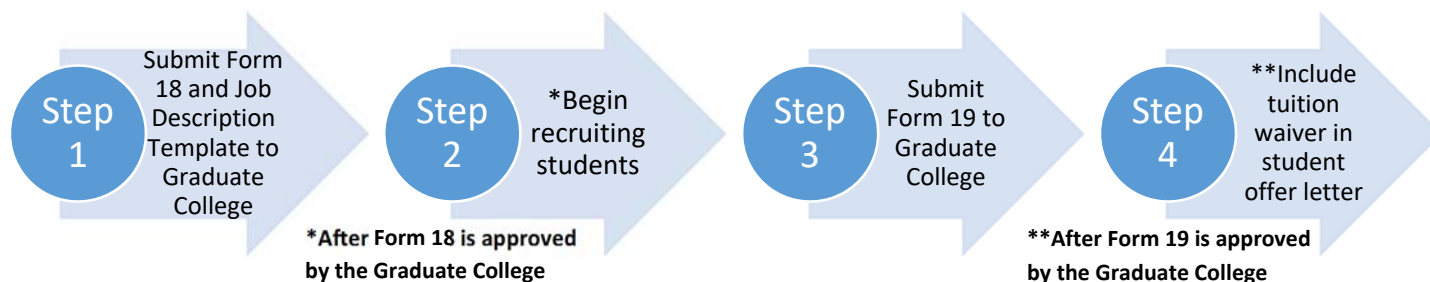


Tuition Waiver Approval Process for Graduate Assistants in Non-Academic Areas



Step A, Form 18 Position Pre-Approval (requires attached Job Description Template):

1. The hiring department must submit a Form 18 and Job Description Template to the Graduate College to request pre-approval for all non-academic Graduate Assistant positions.
2. The Graduate College will review all Form 18 requests for compliance and will email the hiring department formal notification of the Form 18 decision.
3. After a Form 18 is approved by the Graduate College, the hiring department may begin recruiting graduate students for the approved position (feedback will be provided for denied requests).

Step B, Form 19 Student Hire Approval (The Form 18 must be approved before proceeding to Step B):

4. Once a graduate student is identified, the hiring department must submit a Form 19 to the Graduate College for final approval before notifying the student.
5. The Graduate College will review all Form 19 requests for compliance and will email the hiring department formal notification the Form 19 decision (feedback will be provided for denied requests).
6. After a Form 19 is approved by the Graduate College, the hiring department may include a tuition waiver in the compensation package and notify the student.
7. The designated business manager will enter all approved tuition waivers into Banner.
8. The Graduate College will keep record of all processed Form 18 and Form 19 requests .

Deadline: All Form 18 and Form 19 requests must be submitted a minimum of 15 days prior to the anticipated start term. The last day to receive tuition benefits in any given semester is the “last day to drop/add courses without consequences” as indicated in the FAU academic calendar. After this date students will not be eligible to receive tuition benefits in that semester.

Renewals: All Form 18 and Form 19 requests must be completed each academic year. A new Form 19 must be submitted if a student leaves the position mid-year to request approval to fill the position with a new student. Form 19 is required for all grandfathered students.

Please note, it is advised to submit paperwork for all Fall 2017 positions as soon as possible to confirm available funding. Currently enrolled graduate students on tuition waiver from non-academic areas will be grandfathered in require approval of Form 19 for documentation.