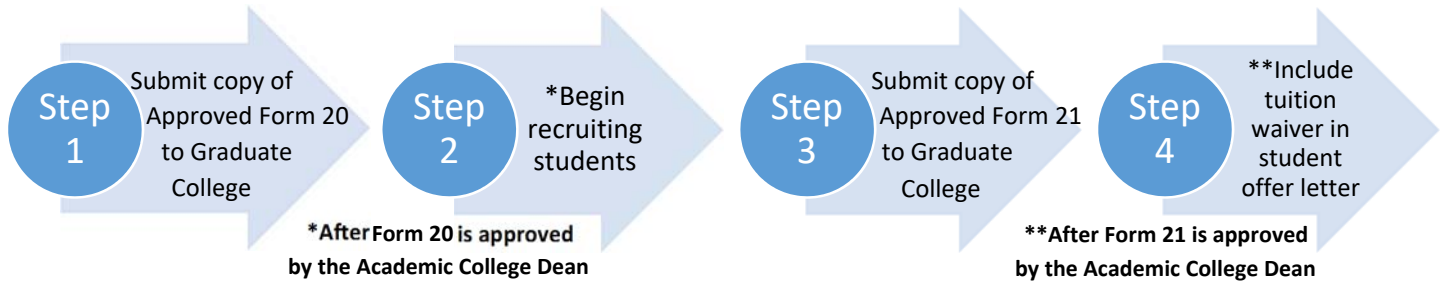


**Tuition Waiver Request Approval Process for Graduate Research Assistants on Grant Funded Projects**



**Step A, Form 20 Pre-Approval:**

1. The hiring department must submit a Form 20 to the Academic College Dean to request pre-approval for all Graduate Research Assistant working on a Grant funded project.
2. The Academic College Dean will review all Form 20 requests for compliance and will email the hiring department formal notification of the Form 20 decision.
3. After a Form 20 is approved by the Academic College Dean, the hiring department may begin recruiting Graduate Research Assistants for the approved position (feedback will be provided for denied requests).

**Step B, Form 21 Student Hire Approval (The Form 20 must be approved before proceeding to Step B):**

4. Once a Graduate Research Assistant is identified, the hiring department must submit a Form 21 to the Academic College Dean for final approval before notifying the student.
5. The Academic College Dean will review all Form 21 requests for compliance and will email the hiring department formal notification the Form 21 decision (feedback will be provided for denied requests).
6. After a Form 21 is approved by the Academic College Dean, 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 designated Business Manager will keep record of all processed Form 20 and Form 21 requests and forward copies to the Graduate College Business Manager.

**Deadline:** All Form 20 and Form 21 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 20 and Form 21 requests must be completed each academic year. A new Form 21 must be submitted if a student leaves the position mid-year to request approval to fill the position with a new student. Form 21 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.**

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