



### **Instructions for completion of Tuition waiver/assistance form:**

Based on guidelines from school and colleges regarding tuition waivers/assistance the following is a guide to create a prioritized list of students for distribution of tuition dollars. This will affect both MS and PhD students. MS students may receive partial assistance 25%, 50%, 61% (difference between in-state and out-of-state), 75% or 100% depending on the number of applicants and funds available.

1. All students to be considered for tuition waivers/assistance must be in good academic standing, must be supported for at least half of the semester and receive \$2500 in support for the spring, and be making appropriate progress.
2. All students who want to be considered for ANY tuition assistance must complete this form
3. Deadlines for submission of form: 5pm Friday Dec 1, 2006 to the MS GPD (**NOTE: failure to turn it in to the GPD may result in no tuition waiver being granted**).
4. Students who are being paid by ODURF and are requesting any assistance **must attach a copy of the appropriately signed 108 form**.
5. **A copy of the semester's registration must be submitted with the application.**
6. Failure to turn in all required forms and information (form, 108, registration) on time may result in you not getting tuition assistance. If these forms are not turned in to the MS GPD tuition will not be paid.
7. Advisors – is the student making appropriate progress? Also if you are paying them from a grant please indicate on the form that tuition funds are not included, by initialing where indicated.
8. Priority will be given to students using the following as a guide:
  - I. Dominion Scholars in years 3 and 4 of their contract. These students have to be covered by the Department if they are not supported from research funds
  - II. GTA PhD students – full time, less than 6 years in the program
  - III. GRA PhD students – however not if the PI has tuition funds incorporated into the grant – full time, less than 6 years in the program.
  - IV. GTA MS students – full time and less than 3 years in the program
  - V. GRA MS students – not if PI has grant support to cover tuition - full time and less than 3 years in the program
  - VI. Other PhD students who are full time and have been in the program for less than 6 years.
  - VII. Full time PhD students in program 6-8 years
  - VIII. Other full time MS students who have been in the program less than 3 years; thesis students will have preference over non-thesis students
  - IX. Full time MS students in program 3-5 years
9. The level of funding is contingent on the available budget. As such, not all students may receive the same level of support.