

**Use of UH Graduate Assistant Tuition Exemption is dependent on student eligibility, Outreach College Dean approval AND academic department approval.**

**ELIGIBILITY:** The following requirements must be met in order to use a Graduate Assistant Tuition Exemption. *Failure to do so will result in cancellation of the exemption and student will be liable for all unpaid tuition and fees.*

1) Must be a degree seeking student admitted to or registered in a Graduate Program at UH Manoa.

2) If applying for **Fall Extension** or **Spring Extension**, must be employed as a Graduate Assistant at a minimum of .50 FTE for a minimum of three-quarters of the current semester

-OR-

2) If applying for **Summer Session** or **Summer Extension** term, must have been employed as a Graduate Assistant at a minimum of .50 FTE for two consecutive semesters prior to the term applied for (i.e. prior Fall and Spring) or prior Spring and Future Fall term. Future Fall employment must be certified by the employing department at the bottom of this form.

**COST:** If this request for an exemption is approved, an administrative fee equal to 30% of one undergraduate resident credit will be charged to your account. The Administrative fee is **NON-REFUNDABLE and NON-TRANSFERABLE**. For the Fall, Spring & Summer Extension Term, an administrative fee will be charged for each course that a waiver is applied to. For the Summer Term, an administrative fee will be charged for each Session that a waiver is applied to.

**HOW TO APPLY:** Complete and submit form, with all required signatures, to the Outreach College (OC) Cashiers Office no later than the course 50% refund deadline (refer to course academic calendar for specific dates). Forms submitted after this deadline will not be accepted. Forms may be submitted prior to registering for class but exemption will not be applied to your account until the start of the late registration period. Approval is dependent on student eligibility AND department approval. Department approval is course specific. Please be sure to list all the classes that you are requesting a waiver for on the form.

**ELIGIBLE CHARGES:** Exemption can be applied to TUITION only. Exemption will not cover any additional fees or charges. Student must register during the LATE registration period of the course. Late registration normally begins on the first day of class. Refer to the online academic calendar at <http://www.outreach.hawaii.edu/calendar/main.html> for exact dates. Tuition charges incurred prior to the late registration period will not be eligible for exemption. Tuition Exemption can be used to cover 100% of tuition in the Fall and Spring Extension terms and a maximum of 6 credits during the Summer and Summer Extension terms combined.

**I. STUDENT INFORMATION and SIGNATURE**

Student Name \_\_\_\_\_

UH Student ID \_\_\_\_\_

Phone Number \_\_\_\_\_

Term	CRN	Start Date	End Date	Subject	Number	Section	Total Credit Hours	Approved Credit Hours	** Office Use Only **
									Approved / Denied _____
									Approved / Denied _____
									Approved / Denied _____

*I understand that any tuition and fees in excess of the allowed exemption shall be my financial responsibility. If registration occurs before the late registration period, the exemption is not applicable. If I am found to be ineligible for the use of this exemption at any time, I understand that I shall be responsible for paying all applicable tuition and fees assessed.*

*Furthermore, I understand that this exemption may not be applicable to some Outreach College courses. If this exemption cannot be accepted for the course(s) above, please (check one):*

Contact me and I will submit the difference in tuition.

Please disenroll me.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**II. AUTHORIZED CAMPUS/DEPARTMENTAL PERSONNEL OFFICER APPROVAL**

*I certify that the individual named above meets all of the eligibility requirements for Graduate Assistant tuition exemption as defined by the Board of Regents Policy.*

Print or Type Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

UH College/Dept \_\_\_\_\_

Position Title \_\_\_\_\_

Phone \_\_\_\_\_

**REMINDER: This is NOT a registration form.**

You must register during the late registration period. Course registration done prior to the late registration period will not be eligible for tuition exemption. Late registration begins on the first day of the course and ends on the last day to register, as listed on the course academic calendar online at [www.outreach.hawaii.edu/calendar/main.html](http://www.outreach.hawaii.edu/calendar/main.html). Approved exemptions will be applied to your account after the late registration period.