



GRADUATE ASSISTANT REQUEST FOR TUITION WAIVER

Pursuant to USM Policy III-7.11, Graduate Assistants are eligible for a tuition waiver in the semester in which employment begins.

- Full-time Graduate Assistants earn 9 credits per fall/spring semester paid at the **standard in-state rate.**
- Part-time Graduate Assistants earn 4.5 credits per fall/spring semester paid at the **standard in-state rate.**
- Tuition is waived only for graduate courses applicable toward degree requirements. No waiver may be used for undergraduate credits unless they are required. In that case, a student must submit a letter from their Graduate Program Director which confirms the necessity of the course for graduate degree completion.
- Waivers cannot be applied to courses taken for audit.
- Any unused portion of the waiver expires at the end of the academic year and may not be carried over.
- Waivers paid out of state funds do NOT cover university fees. Graduate Assistants are responsible for all academic fees and tuition beyond the waiver allotment. These must be paid by the due date or a late fee will be assessed.

Calendar Year: 20 _____ **Semester for which tuition remission is requested (enrollment term)**
 Fall Winter Spring Summer (Include session # if institution has more than one summer session)

Name: (Last Name, First Name)

Student ID:

Student's Date of Birth:

Graduate Assistant Status:

Graduate Assistant

Graduate Research Assistant

Graduate Teaching Assistant

Program:

Institution where graduate assistant is registered:

BCCC	BSU	CSU	FSU	MSU
SU	SMCM	TU	UB	UMB
UMBC	UMCP	UMES	UMUC	

Hiring Department:

Phone Number:

Check box if your course is held at a different institution from where you registered for the course.

Email Address:

Number of Credit Hours: _____

Account Number to be Charged: _____

Policies:

USM Graduate Assistant Policy - <http://www.usmd.edu/regents/bylaws/SectionIII/III711.pdf>

SU Graduate Assistant Handbook - https://www.salisbury.edu/administration/academic-affairs/graduate-studies-and-research/graduate-studies/files/ga/Graduate_Assistant_Policy.pdf

Taxability Affidavit and General Acknowledgements Statement

All applicants must initial each statement below:

____ I am applying for TR for my own education in courses at the graduate level which do not qualify as a working condition fringe benefit” as that term is used in the Internal Revenue Code, and I understand that I will be taxed for the value of the TR that may exceed \$5,250.

____ I understand that the Institution where student registers for courses has final approval authority for my TR request.

____ I understand that willful falsification of information can result in referral for investigation and prosecution, full disciplinary action by the Institution, and civil action by the Institution to recover any costs that it may incur because of such a false statement.

____ I understand that I must provide the Office of Graduate Studies in writing no later than 15 days of my first becoming aware of any change in the information that I have provided or my status as a Graduate Assistant.

____ I understand that the value of the TR may be taxable income to me and applied retroactively to the appropriate taxable year.

____ I further understand that failure to notify the Institution of any changes may be considered willful falsification.

The information I have given above is true and accurate.

Signature of Graduate Assistant:

Date: _____

Signature of Department Head/Supervisor:

Date: _____

Signature of Dean of Graduate Studies and Research:

Date: _____