

GRADUATE AND UNDERGRADUATE ASSISTANT FEE WAIVER RULES

1. Student must be classified as a Graduate/Undergraduate student for registration/admission purposes. Six or more hours of enrollment earns a waiver for maintenance fees, unless the student needs fewer than six to graduate. In that case, the fee waiver can be applied for any number of hours under six for the last semester prior to graduation. Maintenance fees are defined as in-state or out-of-state tuition minus Program & Services, Tech, Facilities, and Online Support Fees. **Graduate students may only receive fees waived for a maximum of 9 credit hours per term.**

2. To receive a **full** waiver of maintenance fees, student must be employed at a minimum of **50% FTE** as either a graduate/undergraduate assistant, graduate/undergraduate teaching assistant, graduate/undergraduate teaching associate, or a graduate/undergraduate research assistant. The student **MUST** have ONE position totaling **50% FTE**. Positions **cannot** be combined to meet the **50% FTE**.

3. Students employed at **30% to 49% FTE** will receive a pro-rated fee waiver. Employment within this range will earn an **80%** waiver of maintenance fees.

4. Student must be appointed on payroll for the minimum appointment period for each semester listed below:

MINIMUM APPOINTMENT PERIODS

FALL SEMESTER - SEPTEMBER 1 TO NOVEMBER 30 - 91 DAYS

SPRING SEMESTER - FEBRUARY 1 TO APRIL 30 - 89 DAYS

SUMMER SEMESTER – FULL TERM JUNE 15 TO JULY 31 - 47 DAYS

FIRST SUMMER SESSION ONLY - JUNE 15 TO JUNE 30 - 16 DAYS

SECOND SUMMER SESSION ONLY - JULY 1 TO JULY 31 - 31 DAYS

Any student appointed for part of the minimum appointment period will receive a pro-rated waiver based on the number of days employed during the minimum appointment period. For example, a person employed 9/1 to 9/30 (30 days) would receive a waiver for 30 days divided by 91 days (number of days in Fall minimum appointment period) multiplied times the student's fees for the term based on number of hours enrolled. ($30/91 \times \$ \text{Fees} = \text{Waiver Amount}$). The student is responsible for the balance of his fees for the term (10/1 to 11/30).

Effective Fall 2019