

## 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. 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 50% 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