

**COLLEGE OF EDUCATION
TUITION WAIVER APPLICATION SPRING 2012
UNDERGRADUATE,
GRADUATE AND MINORITY GRADUATE**

Eligibility/Qualifications

- Student must be admitted to a degree program in the College of Education and be registered for at least 6 credit hours in the Spring 2012 semester **by November 18, 2011.**
- Students must complete tuition waiver application (*available in the Dean's of Education office*) and submit all required documents before the application deadline to Gladys Turner in the Dean's Office.
- Student must have a 3.0 cumulative GPA.
- Student must be available to provide five hours a week for collaboration with a college, division or faculty mentor (*Work will be scheduled Monday through Thursday, between 8:30 a.m. and 5:00 p.m.*).

Required Documents

- Provide written essay that describes the applicant's goals, community services, educational extracurricular activities, financial need, and anything you feel is pertinent to why you should be granted a tuition waiver.
- Two letters of recommendation from faculty or staff members from either GSU or the last school attended. Letters written by employers are also accepted.
- Copy of the most recent available transcripts (*unofficial transcripts will be accepted*).
- Provide proof of registration for the Spring 2012 semester by the application deadline.

Selection Process

- To ensure fairness, the application has been designed so that the applicant's identity is protected.
- Recipients for the tuition waiver will be selected by a panel of administrators and/or faculty members within the College of Education.
- The selection of a winner is based on the recommendations provided, student's essay and student's GPA.

Conditions

- **Undergraduate**: Minimum hours to be eligible are six(6) hours per term and a maximum of twelve (12) hours per term. **Students can receive award for a maximum of two semesters.**
- **Graduate**: Minimum hours to be eligible are six (6) hours per term; and a maximum of nine (9) hours per term. **Students can receive award for a maximum of two semesters.**
- **Minority Graduate**: Minimum hours to be eligible are six (6) hours per term; and a maximum of nine (9) hours per term. **Students can receive award for a maximum of four semesters.**

Additional Information

1. If eligible you can apply for both graduate and minority graduate, however you must apply for each one separately. You should submit a completed application for both.
2. If a student received an award(s) at the undergraduate level and continues his/her graduate studies at GSU, he or she will be eligible to apply for graduate level award.
3. Student who qualify can received a combination of graduate and minority graduate awards up to the maximum of 4 semesters. The combination can not exceed the maximum number of 2 semesters for the graduate award.
4. If registration falls below 6 credit hours, award will be rescinded.
5. If student is not able to commit to the 5 hours a week requirement, award will be rescinded.
6. All documents will remain property of COE and will not be returned to student. Please do not submit binders or place documents in folders with individual plastic sleeves.
7. You must re-apply for each term. Previous application documents will not be considered for the new term.

*Tuition waivers cover **in-state** tuition rates only and do not cover activity fees.*

Applications must be submitted to Gladys Turner in the Dean's office (room G256) on or before November 18, 2011.

(We will not accept late applications or letters of recommendation.)

College of Education

TUITION WAIVER APPLICATION Spring 2012

Name: _____ ID No. _____

Address: _____ (City) _____ (State) _____ (ZIP) _____

Telephone No: _____ cell work home (circle one) Alternate Number _____ cell work home (circle one)

Number of Credit Hours Enrolled for Term _____ Cumulative GPA? _____

Which GSU Tuition Waiver are you applying for? (Check only one. Graduate students must apply under one category only per application)
Please make sure you are applying in the right category. COE will not be responsible for applicants who submit to a category for which they are not eligible.

- Undergraduate (Must enroll in a minimum of 6 credit hours in Spring 2012 to be eligible.)
 Graduate (Must enroll in a minimum of 6 credit hours in Spring 2012 to be eligible.)
 Minority Graduate (Must enroll in a minimum of 6 credit hours in Spring 2012 to be eligible.)

Have you received a tuition waiver before? YES or NO (circle one)

If yes, how many times? _____ What semester(s)? _____

What degree program are you enrolled in? _____
(You must be enrolled in one of the College of Education programs)

Submit your completed application to to the College of Education Dean's Office, Gladys Turner by November 18, 2011. *Late applications will not be accepted.* Do not submit documents in binders or presentation folders. Packet should include:

1. Application
2. Letter telling us about yourself, i.e., your goals, community service and extra-curricular activities, financial need, and anything you feel is pertinent to why you should be granted a tuition waiver.
3. Two letters of recommendation from GSU, preferably an instructor in your program. If you are a new student at GSU your letter of recommendation should be written by an instructor at your last school attended. Letters written by employers are also accepted. (Letters of Recommendations can be emailed to cshrage@govst.edu or dbordelon@govst.edu).
4. Transcript and proof of registration for Spring semester 2012 (minimum of 6 credit hours)

I have read and I understand the eligibility/qualifications for applying for the COE Tuition Waiver Application.

Applicants who do not meet the requirements, submit incomplete application and/or have exceeded the limit of terms to receive application will not be considered.

I understand that I must be registered for at least 6 credit hours in Spring 2012 by November 18, 2011.

(If you do not receive the waiver you will still have time to drop the classes before the 100% refund deadline)

I understand that I am required to provide five hours a week for collaboration with a college, division or faculty mentor.

Work will be scheduled Monday through Thursday, between 8:30 a.m. and 5:00 p.m.

Tuition waivers cover in-state tuition rates only (undergraduate up to 12 hours, graduate and minority graduate up to 9 hours).

Activity fees are not covered.

(Applicant's signature)

(date)

Office Use Only

Assigned Applicant No. _____

____ Essay ____ 1st Letter of Recommendation ____ 2nd Letter of Recommendation ____ Transcript ____ Proof of Registration