



# Tuition Waiver Request

Graduate Teaching Associates and Research Assistants

California State University Monterey Bay  
OFFICE OF GRADUATE STUDIES & RESEARCH  
ADMINISTRATION BUILDING 1  
CAMPUS CENTER • SEASIDE, CA 93955 PHONE  
(831) 582- 3878 • FAX (831) 582-3558

**Instructions:** Use this form to apply for a tuition waiver if you are a graduate student with an appointment as a Teaching Associate/Teaching Assistant (TA) or Graduate Research Assistant (GA). Read page 2 before starting.

1. Contact your program coordinator to see if waivers are available for the term of interest.
2. Complete all parts of this form.
3. Submit completed form (see **WORKFLOW** below) to OGSR: [gradstudies@csumb.edu](mailto:gradstudies@csumb.edu)
4. Students will be notified via email of request status via CSUMB email.

## Part 1: Student Information

Student ID	Last Name	First Name
Phone Number	E-mail Address	

## Part 2: Indicate the academic term for which you are seeking a waiver, estimate your enrollment and teaching assignment

**Term:**  Fall  Spring    **Term Year:** \_\_\_\_\_  
**Submit requests for Fall and Spring forms separately.**

**Projected Enrollment:**  
 Full Time (8+ Units)  
 Three Quarter Time (6-7 Units)  
 Half Time (4-5 Units)  
 Less than half time (1-3 Units)

Applying for waiver of 100% \_\_\_\_\_ 50% \_\_\_\_\_

For T.A.---Approximately how many units will you teach? \_\_\_\_\_ units

## Part 3: Describe your circumstances if you are planning to be enrolled in fewer than 8 units.

**Part 4: For Research-based GA, name of faculty research supervisor** \_\_\_\_\_

## Part 5: SIGNATURES

**Student:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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## GRADUATE STUDENT TUITION WAIVERS

CSUMB has a limited number of Graduate Tuition Fee Waivers to offer each semester. When available, waivers may be awarded to graduate students who are currently enrolled and employed as Graduate Research Assistants (Employee Class Code 2325) or Teaching Associates (Employee Class Codes 2353, 2354) in state supported graduate programs at CSUMB. The Graduate Tuition Fee Waiver will waive the Tuition Fee per **eligible** term. Students are responsible for paying any additional campus fees accrued in addition to their Tuition Fee.

This form should be submitted to the Office of Graduate Studies & Research before mid-July for Fall semester and December 1st for Spring Semester to ensure sufficient processing time. **Submit requests for Fall and Spring forms separately.** If the student is taking fewer than 8 units, append an explanation. Students must continue to serve in their assistantship each term they receive the waiver.

## QUALIFICATION

Are you a full-time graduate student and currently in good standing?

Have you been offered a position as a Teaching Associate/Assistant or Research Assistant (20 hours/week) in the semester you are requesting a waiver?

Students in the following self-support graduate programs are not eligible: Physician Assistant, Business Administration, Speech-Language Pathology.

## WORKFLOW

The signed form may be sent to [gradstudies@csumb.edu](mailto:gradstudies@csumb.edu) as a cc of an AdobeSign workflow or as an email attachment. Once Graduate Studies receives the signed form, all parties will be notified by email after Accounting has credited the student's account.