

# TUITION WAIVERS

Some items may be handled by the department and/or dean's office

- Work with department chair to submit waiver requests to college dean each fall by the deadline, usually the end of October
- Use waivers to recruit students
  - Explain all waiver requirements to prospective students (see [waiver information sheets](#))
- Submit [waiver eligibility requests](#) for pre-approval prior to offering waiver to student
- Ensure offer letter and information sheets are sent to eligible student
- Ensure accepted offer letter is returned from student and sent to Graduate Studies Administrative Assistant
- Ensure all offers are accepted by June 1
  - Waivers not accepted are returned to the pool