

# Graduate College Tuition and Fee Waiver Application

The Board of Trustees (BOT) Tuition and Selected Fees Waivers are awarded through the Graduate College and the College of Education. A BOT waiver covers full tuition, the service fee, the health service fee, and provides some funds to cover a portion of the Campus Care health insurance. All other fees (the remainder of Campus Care health insurance, the general fee, and the CTA fee, etc.) are the student's responsibility. All covered expenses can be found at <https://grad.uic.edu/funding-awards/graduate-college-waivers/> under "Overview". Students can apply for either full-time or part-time waivers.

Waivers are given only a single term at a time, and repeat waivers, although not prohibited, are unlikely (and waivers are rarely given more than twice). Waivers are not an entitlement, but an award from the university; submission of an application does not ensure that a student will be selected to receive a waiver. There are always fewer waivers available than there are applicants, so it is important that applications include all information requested. Contact your department for more specific information about their priorities.

## Deadline for Submission of All Application Materials

Summer Semester: March 1

Fall Semester: June 1

Spring Semester: November 1

All application materials must be complete and submitted by the application deadline. This application is only for the term indicated. You must submit a new application for each term you wish to be considered. If the application deadline falls on a weekend, applications are due the following Monday.

## Eligibility and Registration Requirements (**IMPORTANT UPDATE EFFECTIVE FALL 2021**)

1. Be a graduate student enrolled in or admitted to a degree program in the College of Education.
2. Be in good standing.
3. **For Full-time Waivers:**  
**Be enrolled for a minimum of 9 hours for Fall and Spring semesters (3-5 hours for Summer term)**  
**For Part-time Waivers:**  
**Be enrolled for 1-8 hours for Fall and Spring semesters (1-2 hours for Summer term)**
4. Students in online programs are not eligible to apply for this tuition and fee waiver.

## Required Documents (no back to back documents; only single pages)

### **Current Students:**

1. The College of Education Graduate Program Information Sheet (1 page.)
2. Two letters of recommendation written within the last twelve months. For current students letters from faculty who can attest to the quality of your academic record and standing in the graduate program and the relevance of your work to the College mission are required. Collect your letters and submit them with your application.
3. Current UIC students should submit their current UIC transcript (unofficial transcripts printed from my.uic are acceptable).
4. Document supporting the reason for your application in 250 words or less, specifically stating the reason for your financial need.

### **Newly Admitted Students (less than one academic year completed)**

#### **Prospective Students (not formally admitted yet):**

1. The College of Education Graduate Program Information Sheet (1 page.)
2. Submit unofficial copies of transcripts (highest degree earned) used in support of your online application.
3. We will collect letters from your online application and submit it for review.
4. Document supporting the reason for your application in 250 words or less, specifically stating the reason for your financial need.

*Due to the COVID-19 health concerns, we will accept applications via email. If possible, please scan all your documents into one PDF and email that file. Otherwise, please attach all the required documents and submit the entire application packet in one email. Email to Elise Wilson: [elise@uic.edu](mailto:elise@uic.edu), by the application deadline.*



## College of Education Graduate Program Information Sheet

Name: \_\_\_\_\_ UIN#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Work Phone: \_\_\_\_\_

If your contact information changes, please inform us immediately by stopping in OSS (room 3145) or calling (312) 996-4532. If you cannot be contacted, you may lose your chance for a waiver.

I am applying for the following term (Choose only one)

Spring 20\_\_\_\_  Summer 20\_\_\_\_  Fall 20\_\_\_\_\_

Please check whether you are applying for a full-time or part-time waiver.

For Full-time Waivers:

Be enrolled for a minimum of 9 hours for Fall and Spring semesters (3-5 hours for Summer term)

For Part-time Waivers:

Be enrolled for 1-8 hours for Fall and Spring semesters (1-2 hours for Summer term)

I am applying for a Full-time Waiver  I am applying for a Part-time Waiver

Degree Sought:  Ed.D.  M.Ed.  Ph.D. Term you began your program: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Is this waiver request for the term that you will be student teaching?  Yes  No

Is this waiver request for a term that you will be collecting research data for dissertation/thesis?

Yes  No

Have you previously received a tuition waiver?  Yes  No

If yes, what terms: \_\_\_\_\_

Your request will be reviewed based on one or all of the following criteria: **Academics, Diversity and/or Financial Need. In 250 words or less, please describe which of these criteria would support your application.**

Persons from whom you have requested letters of recommendation to attest to your academic record. Letters must have been written within 12 months from the date of your application.

1. \_\_\_\_\_

2. \_\_\_\_\_

If I am a recipient, I agree to enroll in the appropriate amount of credit hours for the waiver I have been offered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_