



Collaborative Tuition Waiver Request Form

This form is to be used for graduate assistants at SIUE, SIUC, or SIU School of Medicine to request course enrollment and a tuition waiver at another SIU campus, known as the visiting institution.

STUDENT INFORMATION

First Name: _____ Last Name: _____ Student ID#: _____
Email: _____ Phone #: _____ Semester and Year for Waiver Request: _____
Home Institution: SIUE _ SIUC School of Med Visiting Institution: SIUE SIUC School of Med

ELIGIBILITY REQUIREMENTS

To be eligible for enrollment and a tuition waiver at the visiting institution, all of the below criteria must be satisfied. Please initial in each box to indicate your understanding and agreement.

Student must complete application process and be admitted at visiting institution as a non-degree seeking graduate student (SIUE = Unclassified graduate student; SIUC/SOM = Nondeclared graduate student). This completed form should be submitted with the admission application. To request an application fee waiver, email [siueapps@siue.edu](mailto:sieapps@siue.edu) if applying to SIUE and gradregistration@siu.edu if applying to SIUC with this form attached.

Student must be an active degree-seeking student at home institution with a tuition waiver resulting from a graduate assistantship position. Tuition waiver eligibility information for the home institution can be found in [SIUE Policy 4A3](#), SIUC/SOM Policy can be found at <https://gradschool.siu.edu/cost-aid/ga/>

Requested course(s) must be approved by home academic department to transfer back to the home institution as applicable to existing graduate degree program.

Requested course(s) must be open to non-degree seeking students at visiting institution, must have a seat available at the time of enrollment, and must be approved for enrollment by the visiting academic department.

Student must satisfy course prerequisites for requested course(s).

Students are responsible for paying all resulting student fees at visiting institution. It is the responsibility of the student to be aware of all applicable fees and to initiate any applicable fee waivers that may be necessary. Fee information can be found on the [SIUE Tuition & Fees website](#), and [the SIUC/SOM Tuition & Fees website](#).

Students who are utilizing any type of Financial Aid must inquire with the Financial Aid Office at their home institution to discuss if aid could be impacted by taking courses elsewhere, and if so, initiate the concurrent enroll process for financial aid.

Course(s) taken at the visiting institution will be considered transfer courses, and thus all transfer policies and procedures at the home institution apply, including limitation of transfer courses applicable to the degree. Following completion of the course(s), the student must request an official transcript be sent to their home institution. Information on transfer policies can be found in [SIUE Policy 1J6](#), and the [SIUC/SOM General Regulations Policy](#).

Credit hours taken at the visiting institution are eligible to count towards the total credit hours required by the home institution to maintain minimum course loads for assistantship eligibility.

INTERNATIONAL STUDENTS ONLY: International students must consult with their immigration advisor at their home institution to ensure VISA compliance when seeking the below written approval and will inform their immigration advisor of any enrollment or course modality changes at the visiting institution.

COURSE INFORMATION

Complete all fields below for the requested course enrollment(s) for the semester indicated above:

Course #1 Information

Course Prefix: _____ Course #: _____ Section #: _____ Credit Hours: _____ Modality (Online/Hybrid/Face-to-Face): _____

Course #2 Information (if applicable)

Course Prefix: _____ Course #: _____ Section #: _____ Credit Hours: _____ Modality (Online/Hybrid/Face-to-Face): _____

STUDENT AGREEMENT

By submission of this form, I agree to the terms of the Collaborative Tuition Waiver and request to be enrolled at the visiting institution in the courses identified on this form.

Print Name: _____ Date: _____

REQUIRED APPROVALS

Students must obtain approval of each of the below individuals either via (1) a signature on the form or (2) a PDF of an email indicating their approval to be included with the application.

Home Institution Faculty Advisor:

Comments: _____
Signature: _____ Print Name: _____ Date: _____

Home Institution Graduate Program Director: I approve the above courses to transfer to apply the existing graduate degree as the courses indicated below:

Course Prefix: _____ Course #: _____ Will Accept in Transfer as: _____
Course Prefix: _____ Course #: _____ Will Accept in Transfer as: _____
Comments: _____
Signature: _____ Print Name: _____ Date: _____

Home Institution Graduate School/GA Office: I verify that the student has a graduate assistantship tuition waiver for the semester listed at the top of the form.

Comments: _____
Signature: _____ Print Name: _____ Date: _____

INTERNATIONAL STUDENTS ONLY

Home Institution Immigration Advisor:

Comments: _____
Signature: _____ Print Name: _____ Date: _____

After receiving the above approvals from your home institution, obtain the below approval by emailing your completed form to the visiting institution Graduate Program Director. You can locate the contact info at the websites below:

SIUE = <https://www.siu.edu/academics/graduate/faculty>

SIUC/SOM = <https://gradschool.siu.edu/academics>

Visiting Institution Graduate Program Director: I approve of this student enrolling in the above course(s) as a non-degree seeking student at our institution as a part of the Collaborative Tuition Waiver Agreement.

Comments: _____
Signature: _____ Print Name: _____ Date: _____

Submit this fully completed form with all approvals to your visiting institution's Office of Admissions with your application as a non-degree seeking student.

If you are already admitted as a non-degree seeking student at the visiting institution, submit the completed form with all approvals to the below visiting institution office for processing:

SIUE = Graduate School at graduateschool@siue.edu

SIUC/SOM = Graduate School Registration Office at gradregistration@siu.edu