



**GRADUATE STUDIES
COLLEGE OF ARTS & SCIENCES
OVERLOAD TUITION EXEMPTION REQUEST**

For Graduate and Athletic Assistants

Instructions: Complete this form to request extraordinary tuition remission for an overload during the semester or for a summer course. Have the form signed by your department chairperson/program coordinator* and turn it in to the Office of Graduate Studies to the attention of the Associate Dean. The request is NOT approved until you have been so notified in writing. Requests are due by the end of the first week of the semester or by April 15 for summer requests.

Name: _____ Banner I.D.# _____

Address: _____

Home phone: (____) _____ Other phone: (____) _____
 School Work Cell

Email address: _____

Graduate program: _____ Assistantship with: _____

I am requesting an overload tuition exemption for the following semester/summer session: (Year: _____)

Fall Spring Summer 1 Summer 2 Summer 3 Summer A Summer B

I am requesting the overload tuition exemption for the following course(s)

| Course No. | Title | Credits | Tuition | Fees | Approved (Y/N) Dean's Use Only |
|------------|-------|---------|---------|------|-----------------------------------|
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If applying for a summer tuition waiver, I understand if I fail to complete the terms of my graduate assistantship contract for the coming year, I will forfeit the summer tuition waiver and make immediate payment to John Carroll University for the amount of my summer tuition. I understand that all legal means of collection may be pursued if I fail to pay this tuition within thirty days.

Student Signature: _____ Date: _____

To be completed by the department chair/program coordinator: Please state the reason for this overload request:

Signature: Department Chair/Program Coordinator* _____ Date _____

Signature: Associate Dean for Graduate Studies (Summer sessions, over 9 hours/semester, or over 18 hours/year) _____ Date _____

Signature: Academic Vice President (Summer sessions) _____ Date _____

* Assistants in non-academic departments need their supervisor's acknowledgement here: _____