

Assistantship Summer Tuition Remission Request Form

Tuition Remission is not automatically granted to every Graduate Assistant taking summer courses. You must *request* to have unused academic-year tuition remission applied to Summer Semester courses using this form. Completed forms should be emailed to The Graduate School at gradstudentservices@montclair.edu by May 1st of each year. To have tuition remission applied for your summer semester courses, the course[s] *must begin before June 30th*, it must also be *required for program completion*, and *may not be a course repeat*. Graduate Assistants who do not work through the end of their work obligation (usually June 30) will not be eligible for summer tuition remission. Upon review, this form will be e-mailed back to your MSU e-mail address.

Full Name: _____ CWID: _____

Email _____ Academic Program: _____

Is this a course repeat? _____ Is this course required for your degree? _____

Date Submitted: ____/____/____

| COURSE CRN NUMBER | COURSE START DATE | COURSE CREDITS |
|-------------------|-------------------|----------------|
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You must have unused credits from your academic year allocations. The course must begin before June 30th.

I confirm that the information presented on this form is accurate to the best of my knowledge, and will update The Graduate School if my circumstances should change.

 Student Signature Date
(if sent from your MSU e-mail address, you may type in your name and date above)

Visit The Graduate School's Current Graduate Assistants page at
<https://www.montclair.edu/graduate-students/assistantships-overview/assistants/>

For Graduate School Use Only: Approved/Denied: _____

Graduate Student Services Coordinator: _____