

# Tuition Waiver Instructions

## Purpose

In most cases, students receive a stipend, and tuition is charged, until all degree requirements are completed. In a few cases, however, a PhD student needs an extra term to defend the thesis, to make thesis revisions, and/or complete any outstanding academic responsibilities.

## Requirements

Graduate students who have defended or have a scheduled defense date in their final term of a doctoral program may be eligible for a tuition waiver if the following criteria are met:

- \* The student will perform only academic activities related to degree completion
- \* The student will not receive a stipend during the term the tuition waiver is requested
- \* The student must schedule a defense date by the third Friday of the term
- \* The student will enroll for a minimum of 36 research units

These criteria must be confirmed by the Thesis Advisor and Option Representative.

## Additional Conditions

If a student has defended in the term prior and the tuition waiver is to be applied to an additional term, a [Continued Enrollment](#) petition must also be submitted at the same time as the tuition waiver request.

If a stipend is received after the petition is submitted and approved, the petition will become void and tuition remission will be applied.

## Questions

For all questions regarding tuition waivers, please contact the [Graduate Studies Office](#).

# CALTECH GRADUATE STUDIES OFFICE

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

## Tuition Waiver

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Degree (MS, Eng, PhD):

Email:

I hereby request a tuition waiver for:

Term (Please select one):

Fall

Winter

Spring

Academic Year:

Defense date:

Please provide a reason for the tuition waiver request.

Student Signature \_\_\_\_\_

Date:

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I confirm that the student named above will enroll in 36 units of research, is not receiving a stipend, and will not be expected to engage in any activities unrelated to degree completion.

Option Representative Signature \_\_\_\_\_

Date:

Thesis Advisor Signature \_\_\_\_\_

Date:

Approved

Not Approved

Dean of Graduate Studies Signature \_\_\_\_\_

Date: