

# 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 unpaid term to complete strictly academic tasks, which may include the thesis defense, thesis revisions, and/or other outstanding academic requirements.

## Requirements

The following scenarios are possible:

- 1) A graduate student who has already defended in the previous term may be eligible for an additional term and a tuition waiver if the following criteria are met:
  - \* The student will simultaneously petition for Continued Enrollment
  - \* The student will perform only academic activities related to degree completion
  - \* The student will not receive a stipend
  - \* The student will enroll for a minimum of 3 research units
- 2) For a graduate student who has not yet defended, the following criteria apply:
  - \* The student will complete the thesis defense by the third Friday of the term
  - \* The student will perform only academic activities related to degree completion
  - \* The student will not receive a stipend
  - \* The student will enroll full-time for 36 research units

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

## Additional Conditions

The tuition waiver is limited to a single term. The tuition waiver petition will become void and tuition remission will be applied if the student receives a stipend.

## Questions

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 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: