

Academic Year 20\_\_ - 20\_\_

**Tuition Waiver Checklist**

This check list must be completed for every student receiving a Tuition Waiver and the completed checklist must be kept on file in the awarding department with the appropriate documentation attached to the checklist.

Student Name: \_\_\_\_\_

UID: \_\_\_\_\_

Date & Initials of Personnel Reviewing / Completing Form & indicate Documentation is attached	UID: _____	Acceptable Documentation
	1. Check of Student's Transcript - Verify items such as GPA, ACT, enrollment, major, residency, etc.	Use of mainframe screens, i.e. SDCD,SDAV, SDCR, etc.
	2. Application for the Waiver	Paper or online application developed by the Awarding Department
	3. Eligibility Criteria - Minimum criteria for being considered for the waiver	Use of mainframe screens, i.e. SDCD,SDAV, SDCR, etc. (if applicable) and/or materials submitted with application (thesis, essay, artwork, etc.)
	4. Selection Criteria - Criteria used to select recipient for the waiver	Notes from Committee meeting, performance evaluation (i.e. indicating you selected the higher GPA student)
	5. Evaluation - Document recipient was evaluated against the eligibility & selection criteria	Documentation that supports #3 & 4; (i.e. an Excel document with summary of info, performance evaluation form, etc.)
	6. Recommendation - showing student was recommended	Committee notes, voting record, emails, etc.
	7. Decision - Who made the final decision to award the waiver to the recipient	Written correspondence, emails, nomination form, etc.
	8. Contract, if applicable	Copy of contract (when applicable) signed by all parties including the recipient
	9. Selective Service verification (completed Selective Service Registration Compliance Form)	Signed Form