

SUMMER TUITION ASSISTANCE PROGRAM

~College of Education~

Eligibility Criteria:

Graduate students must meet at least one of the following:

Held appointment as a teaching or research assistantship -- Fall AND Spring of the current academic year

OR

Held appointment as a graduate fellowship or traineeship -- Fall AND Spring of the current academic year

Course Requirements:

Students must register for appropriate course work or research credits. Courses that qualify for STAP are limited to:

- 1) Courses that may be applied towards the credit requirements for a graduate degree (i.e., courses at the 400-level or above).
- 2) English as a Second Language (ESL) skills courses required for international graduate students.
- 3) Foreign language skills courses required by the student's program. In all cases, courses must be required and approved by the student's graduate program.
- 4) Students will be billed for audits, which cannot be used to satisfy degree requirements and unapproved registrations.
- 5) **Resident & World Campus courses only** -- No Continuing Education or Conference & Institute courses.

Application Procedure:

1. Meet with advisor to determine courses needed.
2. Complete form on back side and have advisor approve.
3. Submit completed form to your Program's Staff Assistant.
4. Register for courses approved by advisor (**You must be in scheduled status before completing the next step**)
(if you are planning to take courses other than what is being approved, you will be billed for those courses.)
5. Log on to: <https://secure.gradsch.psu.edu/stap/>
6. Complete the Online Summer Tuition Assistance Form. (**Carefully read the online form**)
7. Log on to LionPATH to file your bill. (this will complete your registration).

ATTENTION:

- A. You may only complete 1 form.**
 - B. Any changes that need to be made, must be made through the Program Assistant with prior approval of your advisor.** (for example, you requested 6 credits and you would now like to take an additional 3 credit course; a course you scheduled has been canceled; you dropped a course to take another; you must have these changes approved by your advisor and then request that your program's staff assistant make this change for you.)
 - C. If unforeseen circumstances arise and a class needs to be dropped you *MUST* do so within the add/drop period or you will be billed a prorated fee based on the number of days past the drop deadline that you completed your request. You will be responsible for late drop fees which can quickly add up to the total cost for the class.**
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COLLEGE of EDUCATION

SUMMER TUITION ASSISTANCE PROGRAM - ADVISOR APPROVAL FORM

STUDENT SECTION

Applicant's Full Name (Last, First, Middle):

PSU Student ID:

Campus Mailing Address:

Telephone Number:

E-mail Address:

Academic Program:

Degree:

Advisor's Name

Please indicate the courses you intend to take and the total number of credits you are requesting. (You may request up to 9 credit hours during the summer session. You will be notified via e-mail of your award. If you register for more credits than awarded, you will be charged for the additional credits .)

| <u>Course Name and Number *</u> | <u>Number of Credits</u> |
|---------------------------------|--------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total Number of Credits | <input type="text"/> |

Student Signature

Date

ADVISOR SECTION

By signing this form, the advisor is guaranteeing that courses the student is requesting are required for the completion of the student's course of study.

Please check the appropriate box:

- Course(s) are required to complete the program.
- Course is required to complete an English proficiency requirement or other language requirement.
- Other: (explain)

Advisor Signature

Date