

**Supplemental Information on filing a Graduate Assistant/Teaching Associate Fee Waiver Application**

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**California State Polytechnic University, Pomona  
Graduate Studies Office**

**State University Fee Waiver Policy  
For Graduate Assistants and Teaching Associates**

Authority to approve Fee Waivers for graduate students employed as Graduate Assistants (Class Code 2355) or Teaching Associates (Class Codes 2353 or 2354) was delegated to campus presidents by Chancellor's Office Executive Order 611, October 27, 1993. At Cal Poly, President Suzuki delegated this authority to Sidney A. Ribeau, Vice President for Academic Affairs. Since neither the State nor the Office of the Chancellor has provided additional funding for this program, fee waivers are entirely contingent on the Vice President's approval and on the availability of campus funds. Appointment as a Graduate assistant or a Teaching Associate does not guarantee that fees will be waived. Graduate Students receiving tuition/fee allowance from other sources may not be eligible for this waiver.

The following policy, approved by the Vice President of Academic Affairs and administered through the Office of Academic Programs (**now the Graduate Studies Office**), shall prevail in determining eligibility for fee waivers:

- Employees hired as graduate assistants or teaching associates must file an application for fee waiver every quarter that they are enrolled in classes at this University. Application forms may be obtained in the Graduate Studies Office (Bldg. 1-229A).
- Applicants must provide verification of academic appointment for the same quarter.
- Enrollment requirements: Applicants must be master's degree students in classified status and in good standing (3.00 minimum GPA).
- Employment requirement: Graduate Assistants must be employed at least 20 hours per week. Teaching Assistants must hold a full-time equivalent position, teaching at least one 4-unit course (0.27).
- The deadline to apply for this waiver/refund will be the end of the third week every quarter (15<sup>th</sup> day of instruction). No applications will be processed after that date.
- If approved, applications for fee waiver will be processed after enrollment and academic appointment have been verified for the quarter in question. Therefore, applicants will receive the appropriate refund of State University Fee they have paid.