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

Course Requirements:

Students must register for appropriate coursework 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). No hobby courses.
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. (resident instruction only)
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.
6) **International Student Guidelines:**
   - In general, only three (3) credits of online courses per semester can be counted towards full-time enrollment for international graduate students, per visa regulations. If an international student believes they are able to take more than 3 credits of online courses in a given semester, they should contact Global Programs, ISSA to confirm this is the case.
   - Important Note: Only 3 credits of online courses per semester can be counted towards full time enrollment in fall or spring semester for international graduate students, per visa regulations. Summer is normally a vacation period for an international student, so enrollment is not required or limited. However, summer is not a vacation period if the international student does not plan to enroll in fall. In the last semester (this includes summer) of enrollment, international students must be enrolled in resident instruction classes. Violations will affect legal status and employment such as OPT.
   - International students who are permitted to move forward with registering for more than 3 credits of online courses should ask the STAP program level approvers (typically, an administrative assistant in the graduate program) to contact The Office of Graduate Fellowships and Awards Administration (OGFAA), at gsfellowships@psu.edu, with confirmation the summer will not be the student's final semester of enrollment to have this hold lifted from the STAP registration site.

Application Procedure:

1. Meet with advisor to determine courses needed.
2. Complete the advisor approval form and have the advisor sign.
3. Submit the completed form to your Program's Staff Assistant.
4. Register for courses approved by the advisor.
   (**if you are planning to take courses other than what is being approved, you will be billed for those courses**.)
5. 24 hours after registering for your courses you may complete the STAP application. Log on to: https://secure.gradsch.psu.edu/stap/
6. Complete the Online Summer Tuition Assistance Form. (**Carefully read the online form**)
7. You will receive 2 emails: 1) the application received notification, and 2) the decision of your request.
8. The approved STAP amount will be transmitted to the Student Aid office and will be reflected on your Financial Aid record in LionPATH when summer awards disburse (early June).

A T T E N T I O N:

A. **You may only complete 1 STAP application.**

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.**

COLLEGE *of* EDUCATION

*S*UMMER *T*UITION *A*SSISTANCE *P*ROGRAM *- 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 .)**

Course Name and Number *	Number of Credits
_____	_____
_____	_____
_____	_____
_____	_____
Total Number of Credits	[_____]

_____

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