Waiver Request Cover Sheet

**Requests submitted by:**

| Name: _______________________________ | Date: ____________________________ |
| Academic Department: _____________________________ |

**If additional information is needed, VSFA should contact:**

| Name: _______________________________ | Phone: ____________________________ |
| Email address: _____________________________ |

Requests will be processed on a first-come, first-served basis. Please note that in order to successfully apply the waiver, the following requirements must be met:

- The request form must include all pertinent data (valid appointment dates, all questions answered on the form, signatures, etc.)
- If the student is a male, proof of Selective Service registration or documentation to validate an exemption from Selective Service registration must be included. For more details visit: [http://students.uthscsa.edu/financialaid/2013/02/financial-aid-forms/](http://students.uthscsa.edu/financialaid/2013/02/financial-aid-forms/)
- Students must enroll full-time - Requirements in effect as of May 1st, 2015 are:
  - GSBS Doctoral – 12 hours,
  - GSBS Master - 8 hours,
  - DSPP Certificate – 9 hours,
  - DSPP dual Certificate/Master – 8 hours.
  - Students under Final Hours, as designated by the Registrar’s Office, will be considered full-time.