

WM ARTS & SCIENCES

Office of Graduate Studies and Research INSTRUCTIONS TAKE-BACK WAIVER REQUEST FORM

All uncommitted graduate aid funds will be returned to the Office of Graduate Studies and Research (OGSR) general allocation pool by the 8th week of fall semester classes, including uncommitted spring stipends and summer fellowships. Additionally all awards relinquished by a student regardless of the reason will be reallocated to the general pool. Departments/programs may request permission for a reallocation of these funds by submitting a request through the *Take-Back Waiver Request Form*.

Use the *Take-Back Waiver Request Form* to:

- Indicate **RELEASE** of funds as a result of appointment or tuition changes. This may include, but is not limited to: changes in rate, terminations, resignations, student assignment changes to other funding sources such as grants/contracts. Once released, funding returns to the OGSR Dean's general allocation pool and is no longer available for department/program expenditure.
- To **REQUEST** funds as a result of appointment or tuition changes (as indicated above). This may include, but is not limited to: changes to stipend rate, changes to stipend contract, changes to tuition rate, changes to tuition term, addition of new student, and student assignment changes from other funding sources (e.g., grants/contracts/private funds) to graduate aid.
- Request **HOLD OF UNCOMMITTED FUNDS FOR SPRING**. Departments/programs with spring admissions may request that all or a portion of their uncommitted funds be held for spring semester. Departments/programs must provide a full listing of their spring commitments using this form no later than the 8th week of each fall semester.
- Request **HOLD OF UNCOMMITTED FUNDS FOR SUMMER FELLOWSHIP FUNDS**. Departments/programs may request that all or a portion of their uncommitted funds be held for summer fellowships. Departments/programs must provide a full listing of their commitments for summer fellowships using this form no later than the first week in May.

The electronic submission of this form is required. The form is available on the web at <http://www.wm.edu/as/graduate/facultyforms.php>

Instructions

- 1.) Requests must be made at least two weeks in advance of the revised funding date. Spring stipend funding hold and summer fellowship requests should be made before the 8th week of each fall semester.
- 2.) Follow the sample entry provided on the form for formatting. Comments are available to provide additional guidance when filling out the form.
- 3.) Submit **electronic form** to Chasity Roberts at cyroberts@wm.edu.

A copy of the approved/denied form will be returned to the department/program within two working days of receipt.