

HUCK-GD-P003: Graduate Programs: Graduate School Application Fee Waiver Policy



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1.0 Overview

The Graduate School has a process in place where the standard Graduate application fee can be waived through the Office of Graduate Educational Equity (OGEE) for URM (under-represented minority) students identified through McNair or similar programs. Under these circumstances and OGEE approval, the waiver can be paid using an authorized Penn State Purchasing Card via GRADS or the applicants who paid the fee directly may also be reimbursed. Contact OGEE at ogee@psu.edu to see if the student qualifies and get instructions for applying the waiver.

However, not all under-represented students are eligible for the application waiver through OGEE. As recommended by the OVPR Finance Office, this policy is to outline a process for those special circumstances to ensure consistency throughout the Huck Institutes Graduate Programs.

2.0 Eligibility

2.1 If the graduate student is not covered under the Graduate School's OGEE fee waiver guidelines, the IGDP Chairs may offer a waiver to admit a student and cover the fee from their pool of Chair funding. **In all cases the waiver must only be used to recruit top candidates.**

2.2 Fee waivers must be used for recruitment purposes only.

2.3 The application fee waivers cannot be used for any other purpose (e.g., financial hardship, aka "aid"), because those types of requests can only be paid from unrestricted gift funds and not General or endowment funds.

3.0 Process

3.1 Fee waivers should be paid by Grad Program Chairs using their Purchasing Card online.

3.2 All fee waiver requests should be processed through the IGDP record specialist staff located in 101 Huck Life Sciences Building.

3.3 The fee can be charged to the Grad Program Chair Huck or Grad School funds and must be X-Coded through the IBIS FANS screen.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

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