

SECTION A: SEMESTER OF REQUEST & STUDENT INFORMATION

Fall Spring Summer Last, First Name UNT Assigned ID Student UNT Email Address

SECTION B: ELIGIBILITY

Have you completed all coursework and are preparing for comprehensive or qualifying exams?

Yes If you checked "no", please explain the reason for your request:

No

SECTION C: DEGREE PROGRAM & SCHOLARSHIP INFORMATION

Please indicate what Graduate Scholarship do you receive?

What is your Degree Program?

Tuition Benefit Program

Master's

Tuition Benefit Program and Academic Achievement

Doctoral

Externally Funded Doc

MFA

None

Other:

DMA

SECTION D: EMPLOYMENT DATA

What is your rate of employment?

What assistanship are you on?

.25 FTE (10 hours a week)

Teaching Assistant (TA)

Graduate Services Assistant (GSA)

.50 FTE (20 hours a week)

Teaching Fellow (TF)

Tutor Grader (TG)

Other:

Research Assistant (RA)

Other:

SECTION E: STUDENT AND/OR EMPLOYEE CERTIFICATION

I certify the information I am providing is complete and correct to the best of my knowledge. Note: Submission of a CLE form does not guarantee students' approval for a reduced or increased course load. The graduate school reviews student accounts for Comprehensive or Qualifying Examination Results and for course completion.

CLEs and Taxes: If students enroll in less than 9 graduate hours, FICA taxes – which are usually waived by Human Resources for students enrolled full time – will be shown on student paychecks, reducing their overall netpay. Contact the HR Payroll department at 1-855-878-7650 for more details.

Federal Financial Aid Requirements: Student Financial Aid and Scholarships (SFAS) classifies students taking 5 graduate credit hours (GCH) as meeting UNT's institutional half-time enrollment designation for graduate students. Students may take as few as 3 credit hours to maintain Graduate School fellowships or scholarships, but those who enroll in under 5 graduate credit hours may be ineligible to receive financial aid. For more information, visit the SFAS website at <http://financialaid.unt.edu/graduate-academic-program-information> or contact the Financial Aid Office at 940-565-2302 for full details.

Do not submit this form to the Toulouse Graduate School. This form must be submitted to your employing department for additional approvals. For more information click here.

Student/Employee Last Name, First Name

Student/Employee Signature

Date