When a student is enrolled in multiple careers, tuition is calculated at both tuition rates unless an agreement to waive tuition for one career exists. This form must be completed entirely to ensure appropriate tuition charges are posted for the student named below, and is required at the beginning of each term the student is enrolled in a dual degree plan.

Student Name (please print): _____________________________________________________________

Commodore ID: ___________________________ Term and Year ___________________________

Name of Requestor (please print): ___________________________ Phone Number _________________

REQUIRED APPROVALS:

Program/Career for Tuition to be Charged (be specific):

Dean of School, Dept. Head or approved delegate:

Name __________________________________ Title ___________________________

Signature __________________________________ Date __________________________

Business Entity Approver:

Name __________________________________ Title ___________________________

Signature __________________________________ Date __________________________

Program/Career for Tuition to be Waived (be specific):

Dean of School, Dept. Head or approved delegate:

Name __________________________________ Title ___________________________

Signature __________________________________ Date __________________________

Business Entity Approver:

Name __________________________________ Title ___________________________

Signature __________________________________ Date __________________________
Instructions for requesting a tuition waiver for students enrolled in a Dual Degree program.

**Step 1.** Complete the Dual Degree Request Form entirely.

**Step 2.** Acquire departmental approval (signature line provided). This may be the Dean of the School, Department head or other department approved delegate. Please be advised that the Office of Student Accounts (OSA) will not maintain a list of approved delegates. If you are signing as a delegate, be sure you have the authority to do so prior to form submission.

**Step 3.** Acquire business officer approval.

**Step 4.** Submit completed and approved form to OSA for review and processing. OSA will communicate with the requestor if additional information is required.