

## Department Tuition Payment Request (DTPR)

A department paying for a student's tuition, fees, and/or insurance from an NAU account or sponsored project is required to submit this form. This form is to notify the Office of Scholarships and Financial Aid (OSFA) of any activity for which an NAU department is directly charged.

**Important:**

- Submit this form for each semester the department is paying the student's charges.
- This form does not waive tuition, fees, and/or insurance. Contact Student and Departmental Account Services (SDAS) for the necessary waiver forms.
- The deadline to submit a DTPR is three weeks prior to the first day of instruction of the applicable semester. Please allow 14 business days for processing.
- Students must be enrolled before the DTPR will be processed as requested payment amounts must be verified. Report all changes in enrollment to OSFA immediately so adjustments can be made to the student's account and to the corresponding expense transfers previously made.
- Students who withdraw from classes mid-term might owe funds back to NAU; it is the department's responsibility to maintain student lists and track expenses paid for each student.

**Instructions:**

- Departments complete sections A and B providing NAU chart field information and securing the signatures of authorized individuals.
- Print the form and, if applicable, proceed with obtaining approvals from the Graduate College and/or the Office of Sponsored Projects.
- Submit the completed form to OSFA.

<b>A. Student Information</b>	
<b>Student Name:</b>	<b>NAU ID:</b>
Career: <input type="checkbox"/> UGRD <input type="checkbox"/> GRAD	

<b>B. Department Information</b>								
<b>College:</b>			<b>Department:</b>			<b>Phone:</b>		
<b>Date:</b>				<b>Request Semester:</b>				
<b>Submitted by (print name):</b>						<b>Signature:</b>		
<b>Authorized by (print name):</b>						<b>Signature:</b>		
Fund	Dept	Program	Project	Speedchart	Account (EXP)	Expenses to Cover	Amount to Cover	Item Type <i>(completed by OSFA Accounting)</i>
					770110	Tuition	\$	
					770110	Insurance	\$	
					770110	Fees	\$	
					770110	Grad Matric Fee	\$	
						<b>TOTAL</b>	<b>\$</b>	

C. Graduate College Information (if applicable)		
Grad Asst Waiver: \$	Tuition Waiver: \$	Insurance Waiver: \$
Authorized by (print name):		Signature:
Date:		

D. Office of Sponsored Projects Information (if applicable)	
<i>The charges listed above are allowable expenses under the terms and conditions of the sponsored project.</i>	
Amount of Funds: \$	Special Restrictions:
Effective Dates:	
Date:	Request Semester:
Authorized by (print name):	
Signature:	
Date:	

E. OSFA Accounting Authorization	
Authorized by (print name):	Signature:
Date:	

F. Notes