# Educational Specialties

PO Box 5774

Flagstaff, AZ 86011-5774

Phone: 928-523-8420

Fax: 928-523-1929



## Graduate Assistanceship / Tuition Waiver Application

**2017 - 2018 Academic Year**

Graduate Assistanceship **OR**  Tuition Waiver

Academic Year **OR**  Fall Only **OR**  Spring Only

* *Any College of Education student may apply for a Graduate Assistanceship in our department, but only Educational Specialties students may apply for a tuition waiver in our department.*
* *If you are an Educational Specialties student and apply for a Graduate Assistanceship, you will automatically be considered for a tuition waiver if you are not selected for a GA position.*
* *A Graduate Assistanceship includes a full tuition waiver as part of the GA benefits that covers both in-state and out-of-state tuition.*
* *Graduate Assistanceship applicants must attach a current resume or CV.*
* *Tuition waiver applicants must attach current unofficial transcripts.*
* *Departmental tuition waivers cover in-state tuition portion for in-state applicants and out-of-state tuition portion for out-of-state/International applicants. Out-of-state/International applicants that receive a waiver will still be responsible for the in-state portion of their tuition. Out-of-state/International applicants that have their out-of-state tuition waived through another program (WRGP or similar program) will be ineligible to receive a tuition waiver.*
* *All waiver recipients (either through GA or tuition waiver) will still be responsible for student fees.* ***Waivers cover tuition portion only.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information (All Applicants) | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | |  | | | | |  | |
| Last | | | | | | | | | | First | | | | M.I. | |
| Address: | |  | | | | | | | | | | | |  | |
|  | | Street Address | | | | | | | | | | | | Apartment/Unit # | |
|  | |  | | | | | | | | | |  | |  | |
|  | | City | | | | | | | | | | State | | ZIP Code | |
| Home Phone: | |  | | | | | Cell Phone: | | | | |  | | | |
| email address: | |  | | | | | NAU ID Number: | | | | |  | | | |
|  | |  | | | | |  | | | | |  | | | |
| Academic Program Information (All Applicants) | | | | | | | | | | | | | | | |
| Degree Pursuing | | | | | | | | | | | | | | | |
|  | Masters | | |  | | Doctorate | | | | Program | | |  | | |
|  | Semester/Year Began Program | | | |  | | | Expected Semester/Year of Graduation | | | | | | |  |
|  | Units Completed | | | |  | | | Units Remaining | | | | | | |  |
|  |  | | | |  | | | Program GPA | | | | | | |  |
| Residency Status: | | | In State | | | | | | | | Out of State/International | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education (All Applicants)** | | | | | | |
| College or University (List Most Recent First) | | | |  | | |
| Institution |  |  | | | | |
| Degree |  |  | Date of Degree | | |  |
| Comments |  |  | | | | |
| College or University | | | |  |  | |
| Institution |  |  | | | | |
| Degree |  |  | Date of Degree | | |  |
| Comments |  |  | | | | |
| **Honors and Awards (All Applicants)** | | | | | | |
|  | | | | | | |
| **Extracurricular Activities (All Applicants)**  **Including Volunteer and Service** | | | | | | |
|  | | | | | | |

|  |
| --- |
| **Statement of Interest (All Applicants)**  **You may submit this section as an attachment** |
| *The letter of interest that you submit is a critical component of your application. Letters that are not well written include spelling and/or grammatical errors, or lack substance will impact the review of your file. It is expected that you will provide a professional, well written letter that is 250-500 words in length. In the letter you should provide information to the Committee explaining why you are attending college, listing your career goals and aspirations, and describing how a tuition waiver or GA position will help you attain your goals.* |
|  |
| **Acknowledgement (Tuition Waiver Applicants Only)** |
| *Tuition waiver applicants are not required to complete the remainder of the application. Please skip to the last page to review the acknowledgement section and sign the application.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Experience (GA Applicants Only)** | | | | | | |
| **Employer (List Most Recent First)** | | |  | | | |
| Title |  | | | | |
| Company/School |  | | | | |
| Address |  | | | | |
| Company Phone |  | May we contact | | | Yes  No |
| Supervisor’s Name |  | Supervisor’s Phone | | |  |
| Dates Employed |  | to | |  | |
| Duties Performed |  | | | | |
| Reason for Leaving |  | | | | |
| **Previous Employer** | | | | | | |
| Title |  | | | | |
| Company/School |  | | | | |
| Address |  | | | | |
| Company Phone |  | May we contact | | | Yes  No |
| Supervisor’s Name |  | Supervisor’s Phone | | |  |
| Dates Employed |  | to | |  | |
| Duties Performed |  | | | | |
| Reason for Leaving |  | | | | |
| **GA Assignment Information (GA Applicants Only)** | | | | | | |
| Have you Previously Held a GA position at NAU? | | | Yes  No | | | |
| If Yes, What College |  | What Department? | | |  |
| Supervisor’s Name |  | Supervisor’s Phone | | |  |
| Dates |  | to | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional References (GA Applicants Only)** | | | | | | | | | | | | |
| **Reference 1** | | | | | | | | |  | | | |
| Name | | |  | | | | | | | | | |
| Title | | |  | | | | | | | | | |
| Company/School | | |  | | | | | | | | | |
| Address | | |  | | | | | | | | | |
| Phone Number | | |  | | | | | email Address | | | |  |
| Relationship | | |  | | | | | | | | | |
| Dates Acquainted | | |  | | | | | to | |  | | |
| **Reference 2** | | | | | | | | |  | | | |
| Name | | |  | | | | | | | | | |
| Title | | |  | | | | | | | | | |
| Company/School | | |  | | | | | | | | | |
| Address | | |  | | | | | | | | | |
| Phone Number | | |  | | | | | email Address | | | |  |
| Relationship | | |  | | | | | | | | | |
| Dates Acquainted | | |  | | | | | to | |  | | |
|  | | | | | | | | | | | | |
| **Skills (GA Applicants Only)** | | | | | | | | | | | | |
| **Computer Hardware & Software:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Web Applications:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Office Equipment:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Research:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Teaching:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Other:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Positions Desired (GA Applicants Only)**  **Check All that Apply** | | | | | | | | | | | | |
|  | Research | | |  | Course Support | | | |  | | Administrative/Clerical | |
|  | Practicum/Student Teaching Supervision | | |  | Test Lab | | | |  | | Faculty Support | |
|  | Technology Lab | | |  | Student Services | | | |  | | Grant | |
|  | Partnership Programs: | | |  | Praxis | | | |  | | Other cohort | |
|  | Teaching (specify area) | | |  | **Flagstaff** | | | |  | | **Online** | |
|  | | | | | | | | | | | | |
| **List and describe relevant previous experience related to the position desired:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Acknowledgement (All Applicants)** | | | | | | | | | | | | |
| Students awarded a tuition waiver or graduate assistanceship must meet the following conditions:   * You will be expected to remain in good academic standing * You will be expected to make satisfactory progress toward your degree. Satisfactory progress is defined as:   + a minimum semester and cumulative grade point average of 3.00;   + no grades of C or below;   + completion, each semester, of at least **NINE** hours of credit which will be included in your program of study to satisfy the degree requirements.   Additionally, graduate assistants will not be permitted to receive any other wages from the University in any capacity without special exception. If appointed to a position as a graduate assistant for the College of Education at Northern Arizona University, you will be governed by the Graduate Assistant Handbook. As a condition of your employment, you will be expected to perform the assigned duties in an exemplary manner and exhibit professional qualities of leadership and social stability. ***As a new Graduate Assistant, you will be on a probationary appointment for 90 days unless otherwise specified by your assistantship. During this probationary period, you can be released from employment without cause, explanation, notice, and/or recourse.***  ***If selected for a Graduate Assistanceship, the offer is only for the term(s) presented in the offer letter, either by semester or academic year. No position is ever guaranteed longer than the duration presented in their offer.***  **Statement of Understanding**  If I accept a tuition waiver or graduate Assistanceship, I understand that my award/appointment is subject to my adhering to the requirements listed above.  I certify that all of the information provided on this application is true and correct to the best of my knowledge. I have read and understand the above statements. | | | | | | | | | | | | |
|  | |  | | | |  | Click here to enter a date. | | | | | |
|  | | Signature of Applicant | | | |  | Date | | | | | |