**The Pennsylvania State University**

Terms of Agreement

between

*The* Graduate School

and

The Graduate Degree Program /Postbaccalaureate Certificate Program in

Click or tap here to enter text.

(*Indicate name of program*)

The purpose of this agreement is to define the terms and conditions with which the graduate program/ postbaccalaureate certificate program in Click or tap here to enter text. , hereafter referred to as the “program,” has agreed to comply in order to utilize valid fee waiver codes, as approved by the Graduate School, to pay the application fee for each applicant who submits such a code.

The program will be responsible for:

1. Creating, monitoring and maintaining (including assigning, activating, deactivating and changing) unique waiver codes via GRADS. The minimum length of each code is eight characters and the maximum is sixteen. Each code must contain at least one alphabetic and one numeric character.
2. Providing the code to qualified prospective applicants, as appropriate, and answering any questions regarding eligibility for receiving a waiver code.
3. Payment of the application fees for all individuals who used an active waiver code, regardless of eligibility. Payments will be submitted by initiating a funds transfer to the Graduate School using the University’s financial system. Application fees will be paid to the Graduate School no later than one week after submission of the application.
4. Reimbursing applicants directly who paid the fee but were eligible to receive a fee waiver.

I agree to all of these terms and conditions, and will be responsible for all waiver code payments, regardless of the applicant’s status (incomplete, refused, ineligible, etc.), and understand that this agreement can be voided by the Graduate School at any time and without notice if the program fails to comply with these terms.

**Campus Location(s) to Which Fee Waiver Codes Apply** (if applicable): Click or tap here to enter text.

**Program Head/Graduate Officer Approval:** Click or tap here to enter text.

 Click or tap here to enter text.

Printed/Typed Name Signature Date

**Graduate School Approval:**

 Click or tap here to enter text.

Printed/Typed Name Signature Date

*Please return this completed form to:* **Graduate Enrollment Services**

**114 Kern Graduate Building**

**University Park, PA 16802**

**or via gesdirector@psu.edu**

Once received at the Graduate School, the Office of Graduate Enrollment Services (GES) will review this request. If accepted, a copy of the signed and approved terms will be distributed to the program, the GES Fee Processor and Network Operations (to activate the waiver codes feature in GRADS). Once Network Operations activates this feature, the program will be able to set waiver codes in GRADS. Technical questions relating to the use of waiver codes in GRADS and the online application should be directed to gradschoolhelp@psu.edu.

