

Summer 2008 Registration for Fellowship Students

Students who have been awarded departmental fellowships such as a Teaching Fellowship for the Fall 2008 term may receive tuition coverage for courses taken in the upcoming Summer Session. Prior to any tuition fellowship payments, you must obtain approval from your department and the Office of Financial Aid for all summer coursework. Summer tuition fellowship is subject to the following conditions:

1. All courses must be required for completion of a Columbia University degree and taken for credit. All courses must be offered within the Continuing Education Summer Session program and be charged directly onto students' Student Financial Services account. Language courses may also be taken if required for completion of the degree. Summer courses in any other division, such as Health Sciences Departments, American Language Program, School of Engineering, School of Architecture, Teacher's College, etc. are not covered by summer fellowship.
2. Summer 2008 tuition fellowship is open to those students who will either register for a full Residence Unit (RU) or Extended Residence (ER) in Fall 2008 and who will receive full tuition fellowship for the fall term. ER applies only to those students who have completed the RU requirement and need to register for ER as a requirement of their instructional appointment. Students who register for any other registration unit such as Matriculation and Facilities or who take a leave of absence in Fall 2008 are not eligible for the tuition fellowship for Summer 2008 and will be liable for any summer tuition charges.
3. Fellowship for summer covers tuition only. All other fees, including course fees and the mandatory Health Services Extension fee are not covered by fellowship. Tuition will be credited to the student's account after the start of the second summer session. Any late fees accrued will be reversed at that time.
4. **Courses not completed or dropped after the full-tuition refund date are the responsibility of the student and will not be covered by fellowship.** The deadline to drop courses for the first six-week session (Summer Session D) is **Monday, June 2nd**. The deadline to drop courses for the second six-week session (Summer Session Q) is Friday, July 11th. Please note that these dates occur very quickly after the start of their respective sessions. There are no exceptions to these deadline established by the Office of the Registrar and Student Financial Services. **The Graduate School does not cover tuition for courses dropped after the deadline, and therefore the student will be liable for any tuition charges.**
5. GSAS has an **8-point total limit** on summer session classes taken by PhD students. Any eligible student who wishes to take more than eight points during the summer session must have written departmental approval and confirmation from the Office of Financial Aid, GSAS.

Please complete the attached application and submit to your academic department for approval. Completed applications should be forwarded to the GSAS Office of Financial Aid in 107 Low Memorial Library. Course changes after receipt of application must be submitted in writing. Summer tuition will not be paid for any courses taken without an approved application.

If you have any questions, please contact the Office of Financial Aid at 212-854-3808 or kag1@columbia.edu

The summer session website, including deadlines, can be found at <http://www.ce.columbia.edu/summer/>

Application for Summer 2008 Tuition Credit

Name: _____

Address: _____

Phone: _____ UNI: _____

Dept: _____ First Date of Registration at GSAS: _____

Number of Residence Units completed: _____ (include advanced standing)

Fellowship for 2008-2009 academic year: _____

Registration category for Fall 2008 (circle one): RU ER

Summer courses as listed on registration form

<u>Course Number</u>	<u>Course Title</u>	<u># of Points</u> (8 pts. max)
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All courses must be in the Continuing Education Summer Session division only. Language courses must be required for completion of your degree. Courses may be taken for R credit if approved by the academic department and is in compliance with course requirements.

I am requesting approval for the summer tuition fellowship and understand the following:

1. Courses not completed or dropped after the Registrar deadline will not be covered by tuition fellowship and therefore I will be liable for any such tuition charges. I am fully aware of the deadlines for dropping courses without financial penalty, e.g. June 2nd for the first 6-week summer session, and July 11th for the second 6-week summer session.
2. Fellowship covers tuition only. All course fees and the mandatory summer health fee are my responsibility.
3. **I will register for a full Residence Unit or for Extended Residence for the Fall 2008 term. If I do not register for either of those units or if I take a leave of absence, I will be liable for all summer tuition.**

Student Signature

DATE

Department Approval: _____
Dept Chair or DA signature Date

Please note that due to the timing of student billing, there may be a delay in crediting tuition to your account. Finance charges that result from delayed summer tuition fellowships will be reversed.

You may assume approval from the Office of Financial Aid unless you are contacted.