

STUDENT REQUEST FOR A WAIVER

This form, when fully completed, is due in the Rensselaer Union Administration and Student Activities Office (Room 3702, Rensselaer Union – Fax: 518-276-6920/Phone: 518-276-6505) by the end of the fifth week of each semester. If submitted later, indicate reason(s) in the comments section below.

Activity Fee Waivers are for those students who will not live within a 25-mile radius of the Rensselaer Campus during the time period of the requested waiver. If a waiver is approved, the student and his or her dependents may not use any program, service, or facility of the Rensselaer Union, unless it is open for the public.

Please fill out one request per semester and attach a copy of your Bursar's bill.

I have read the information on this form concerning waiver of Activity Fees and understand the conditions of this waiver. I request the following waiver:

Fill out all bolded areas.

Semester and Year Waiver is to be effective: (one semester only) _____

My student status for the effective period of the waiver will be:

_____ **Regular** circle *one*. **Full time, Part time, Degree Completion** or _____ **Continuing Studies**

_____ **Degree pursuing** (examples: BS, MS, PhD)

Comments: (please indicate the reason for waiver request – out of state, work full-time, on co-op, etc.)

_____ **Date Completed**

_____ **Signature**

_____ **Current Phone Number**

_____ **Citizenship**

_____ **Student ID number**

_____ **Typed or printed name**

_____ **Current Mailing Address (Street, City, State, Zip, Country)**

_____ If you are moving soon, please provide your new address.

_____ Effective Date for New Address

For Rensselaer Union Administration and Student Activities Office Only

Request for waiver of activity fee is: _____ approved _____ denied

Semester and year waiver is effective: _____

Other: _____

Comments: _____

_____ **Date**

_____ **Director of Rensselaer Union or designee**

Copies to: Bursar, Rensselaer Union Administration and Student Activities Office, Student
O:admin/activi/waiver.doc

Form available for download at union.rpi.edu/finance

