

MTSU Financial Aid Request for Service Waiver: Internships

Please Note:
You should receive a response via
your **campus email address**
in two to three weeks.

To maintain eligibility for **MTSU scholarships**, students must meet the minimum GPA required, must complete service hours (if required), and must be enrolled full-time every fall and spring semester. You may request a waiver of the service hours if you are enrolled in an internship that meets certain requirements, as noted below.

Complete the following information and return to MTSU Financial Aid Office, 218 Cope Admin Bldg,
1301 East Main Street, Murfreesboro, TN 37132, or fax to 615-898-5167

Name: (Please print clearly!) _____ **ID # :** M _____

Email Address: _____@mtmail.mtsu.edu **Phone:** (_____) _____

Please indicate the type of scholarship you have been awarded:

- National Merit/Achievement Chancellor Presidential Academic Service
 Phi Theta Kappa Transfer Academic Service Valedictorian-Salutatorian Academic Service

I am requesting a waiver of the scholarship service requirement for the _____ semester based on enrollment in an internship which meets one of the following sets of requirements:

- An internship of at least 6 credit hours.
- Attach a copy of your schedule with the applicable course name, number, and credit hours highlighted or otherwise indicated.
- An internship of less than 6 hours which is unpaid and requires 150 or more hours of work per semester. ("Unpaid" means that you are not receiving any type of compensation for the internship, such as wages, a scholarship, or a stipend.)
- An internship in JOUR 4000, EMC 4000, or RIM 4000.
- Attach a copy of your schedule with the applicable course name, number, and credit hours highlighted or otherwise indicated.
 - Attach a statement from an internship representative (generally your internship coordinator at MTSU or your internship supervisor at your work location), confirming that you will not receive any form of compensation.
- An internship in a course other than JOUR 4000, EMC 4000, or RIM 4000.
- Attach a copy of your schedule with the applicable course name, number, and credit hours highlighted or otherwise indicated.
 - Attach a statement from an internship representative (generally your internship coordinator at MTSU or your internship supervisor at your work location), verifying the number of hours you are expected to work through the internship (at least 150) and confirming that you will not receive any form of compensation.

Please initial to indicate your agreement:

____ I understand that **I must request a new waiver for each semester** as applicable, unless I am notified otherwise.

____ I understand that I must notify my supervisor of my requested waiver, to allow the supervisor to make any necessary arrangements. I will contact my supervisor *immediately*, rather than waiting for my waiver request to be processed.

____ I understand that I will be reassigned to my current department after the waiver semester unless I or my supervisor requests a transfer, or unless I am notified that my waiver will automatically renew.

Student Signature: _____ Date: _____

For Office Use Approved Denied _____ RJASEAR ROAMESG Email
Dept/Supervisor: _____ Processed by: _____