

Graduate Student Optional Student Fee Package Petition

Approval of this form will allow graduate students who qualify to purchase the optional student fee package and be considered a full-time student for the indicated semester for student loan deferment and insurance/government documents. The student benefits package allows access to Student Health Services, UW athletic events, ASUW membership, and access to Campus Recreation facilities/activities.

- The student benefits package is required of part-time students who wish to purchase the UW student medical insurance.
- The master’s candidate is eligible to participate in the Optional Student Fee Package for a period not to exceed two (2) semesters. The doctoral candidate is eligible to participate in the Optional Student Fee Package not to exceed three (3) semesters.
- If the student wishes to have the student medical insurance, this form must be submitted to the Office of the Registrar by the last day to drop courses for each semester.

Name: _____ Student ID#: _____

Degree/College: _____ Semester/Year: _____

U.S. Citizen? Yes No Hrs. Enrolled this term: _____ Assistantship * : Yes No

Minimum eligibility qualifications to be reviewed by student and department:

1. An Anticipated Graduation Date form is on file with the Office of the Registrar
2. A Program of Study is on file with the Office of the Registrar
3. The student is currently registered in at least 1 graduate credit hour, excluding enrichment and continuous registration
4. (PhD only) Preliminary Examination was passed within four years of the declared date of graduation
5. (Master’s only) 90% of coursework completed
6. The student is within the limits of eligibility – this petition may be filed twice at the masters level or 3 times at the doctoral level

Choose one of these qualifying statuses:

International degree seeking graduate student enrolled in less than 9.0 credit hours during the fall or spring semester that plans to graduate within the next 2 semesters (Master’s) or 3 semesters (Doctoral).

Domestic student enrolled in less than 4.5 credit hours during the fall or spring semester that plans to graduate within the next 2 semesters (Master’s) or 3 semesters (Doctoral).

I attest that this student meets the eligibility requirements listed above.

Committee Chair/Advisor Signature _____ Date _____

Dept. Head/Chair Signature _____ Date _____

Student Signature _____ Date _____

*If student is on an assistantship, the “Tuition and Fees Designation” form must be submitted.

If this form is properly submitted:

- The student will be coded as full-time by the Office of the Registrar;
- The Accounts Receivable Office will add the charges for the fee package to the student’s account. Also, if the student has chosen through WyoWeb to purchase the Student Medical Insurance, those charges will also be added to the student’s account.

If this form is improperly submitted:

- The petition will be returned to the student through their uwyo.edu e-mail account. No change will be made.

This form should be submitted to the Office of the Registrar. If there are questions, please call (307) 766-5272.

OFFICE USE ONLY

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

APPROVED _____