

Student Financial Aid Office



Voice: 901/678-4825

Fax: 901/678-3590

GRADUATE ASSISTANT NOTICE FORM

Dear Graduate Student:

This office automatically assumes that you will be receiving a graduate assistantship and/or fee waiver for the specified award year, unless you notify us **in writing** that you will **not** be receiving one. This method of calculating financial aid eligibility prevents a possible over award.

By default, an estimated graduate assistantship and/or fee waiver is listed on Banner Self Service for award year 2009-2010. **This does NOT mean that you will actually receive a graduate assistantship and/or fee waiver. The department to which you apply will notify you of graduate assistantships awarded for this award year.**

Indicate below whether or not you plan to receive a graduate assistantship and/or fee waiver for this award year and return this letter to the Student Financial Aid Office as soon as possible. If this notice is not completed and returned to the Student Financial Aid Office your actual loan amounts could be inaccurate.

1. **Yes, I plan to receive a graduate assistantship from the _____ department for (circle the appropriate semester(s)): Fall 2009 Spring 2010**

2. **Yes, I plan to receive a fee waiver, tuition assistance, and/or scholarship from _____ for (circle the appropriate semester(s)): Fall 2009 Spring 2010**

3. **No, I do not plan to receive a graduate assistantship, fee waiver, tuition assistance, or scholarship for the 2009-2010 academic year.**

If you answered "No" above, please check one of the following:

- YES I will accept a subsidized and/or unsubsidized loan, if necessary. Please process any remaining loan amounts available for Fall 2009 and/or Spring 2010. (To request a specific loan amount, please submit a Loan Request Form to our office.)**
- NO I do not want any additional subsidized and/or unsubsidized loans.**

If I receive a graduate assistantship, fee waiver, tuition assistance, or scholarship during the 2009-2010 academic year, a recalculation of my loan eligibility will be done to prevent an over award.

Printed Name: _____

SSN: _____

Signature: _____

Date: _____