



This is a PDF-fillable form.

Request to Waive Allowable Mandatory Fees for Internship, Practicum or Student Teaching Experiences at Locations outside a 50-mile radius of Lowndes Co.

- Must be located at least 50 miles from institution and NOT in the following counties: Atkinson, Berrien, Brooks, Charlton, Clinch, Coffee, Colquitt, Cook, Echols, Grady, Irwin, Lanier, Lowndes, Mitchell, Thomas, Tift, Ware, Worth, Hamilton (FL), and Madison (FL). Students placed in these counties are NOT eligible for the waiver of fees. Students are initially charged and must pay the mandatory fees by published fee payment deadlines. Then, once the semester begins, the internship/externship/practicum professor should initiate the waiver process by submitting the waiver request for all eligible students. The Bursary and Registrar then verifies other eligibility criteria, applies the waiver and the Bursary refunds the applicable fees in our normal refund process.
- Mandatory fees eligible for waiver under the 50-mile radius criteria are: Health, Student Activity, Athletic, Transportation, Parking Facility, Health Center Facility and Access Card. Waiver does NOT apply to the Technology Fee or Special Institutional Fee.
- Mandatory fee policy is available online at <http://www.valdosta.edu/administration/finance-admin/financial-services/students/policies-and-procedures/mandatory-fees.php>.

TERM: _____ **COURSE NO:** _____ **INSTRUCTOR:** _____

| To Be Completed By Academic Department | | | Completed by Bursary | | | | | |
|--|--------------|--------------------|----------------------|----|-------------------|----|----------------|----|
| STUDENT ID NO | STUDENT NAME | PLACEMENT LOCATION | Campus Housing | | On Campus Courses | | Approve Waiver | |
| | | | YES | NO | YES | NO | YES | NO |
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Department Head

Dean

Bursary

Registrar's Office

Date

Date

Date

Date

**SEND THE COMPLETED FORM TO:
Jennifer Griffin, Campus Mail to BURSARY or email jlgriffin@valdosta.edu**