

**Chapman University**  
**Faculty Sponsored Travel Course/International Internship**  
**One-Time Tuition Waiver Request Form**

This is a one-time Tuition Waiver for a Travel Course or International Internship taken through Chapman University. This waiver applies to tuition only; it does not apply to travel cost or other outlined program costs.

- Travel Courses in the USA and Canada do not qualify for the Tuition Waiver.
- Transfer credits from a University or College outside of Chapman University cannot be applied toward the Tuition waiver criteria for undergraduate and graduate students
- Spring travel courses are Not eligible.

**Undergraduate Students**

- Undergraduate students must have completed 2 semesters of full-time study at Chapman University before becoming eligible for a Travel Course Tuition Waiver, up to 4 credits.

**Graduate Students**

- Graduate Students must have completed 15 credits at Chapman University before they are eligible for a Travel Course Tuition Waiver for up to 4 credits. If a graduate student has not completed 15 credits, they must pay full tuition for the Travel Course. After completing 15 credits, the student may apply for the Tuition Waiver. The Tuition Waiver will credit up to 4 credits but not to exceed the number of credits earned and tuition charged for the Travel Course at the time of eligibility.
- Graduate students enrolled in Executive MBA, Physical Therapy, and MFA/FTV Conservatory programs are not eligible to use the Travel Course Tuition Waiver

**I have read the above policy and understand that submitting this completed form alone does not guarantee approval of the Travel Course Tuition Waiver.**

Student's Full Name: \_\_\_\_\_

ID# \_\_\_\_\_ Check One: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

Summer \_\_\_\_\_ Interterm \_\_\_\_\_ Year \_\_\_\_\_

Travel Course/ Internship Course Code: \_\_\_\_\_

Travel Course / Internship Course Title: \_\_\_\_\_

\_\_\_\_\_ I acknowledge that I have **not** received a Travel Course or International Internship Tuition Waiver previously through Chapman University.

\_\_\_\_\_  
Student's Signature Date

**\* Submit form to: Student Business Services Office or your Student Account Advisor by email**

Business Office use only: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

# Units waived \_\_\_\_\_ Tuition waived \$ \_\_\_\_\_

\_\_\_\_\_  
Business Office Signature Date