COURSE OVERLOAD FEE WAIVER FORM

Fee Waiver Procedure

1. Read the instructions on the reverse verify your eligibility and guidelines.
2. This form is to be used by Kilachand Honors College students only.
3. Fill out this form completely
4. Submit this form to Kilachand Honors College, 91 Bay State Road

Note: Fee waivers for the next semester are based on the results of your current coursework and thus cannot be keyed until all grades are recorded for the semester. If you enroll in more than 18 credits prior to the close of the current semester, you will be billed for the total number of credits in which you are enrolled. Your options are:

1. Wait until your waiver has been approved at the close of the semester to add more than 18 credits.
2. Pay the charges for the extra credits and request a refund if/when you are awarded the fee waiver.

 Semester: ____________________________ Year: ____________________________

 Name: ____________________________ UID: ____________________________

 School: ____________________________ Major: ____________________________

 Expected Graduation: ____________________________

 Student Signature: ____________________________ Date: ____________________________

 DO NOT WRITE BELOW THIS LINE:

 Approved: _____ Denied: _____ Official: ____________________________ Date: __________

 GPA: ______ Credit Hours: ______

 Official Signature: ____________________________
COURSE OVERLOAD GUIDELINES

Full-time tuition entitles a student to register for 18 credit hours; credits over 18 are considered an overload and students are charged a fee for each credit above 18. Kilachand students are permitted to enroll in 22 credits per semester so long as no more than 20 credits are for academic coursework. The additional two credits may be used toward non-academic courses (e.g., PDP). Exceptions may be made if a student’s required coursework meets or exceeds 18 credits. First-semester freshmen are not permitted to overload.

This form is a fee-waiver, meaning its only function is to waive tuition fees over 18 credits. A traditional Boston University overload is 20 credits. Thus, students with an approved overload fee-waiver may register for up to 20 credits on the Student Link. This form does not edit permissions on the Student Link for students to web-reg for more than 20 credits; it simply waives fees for credits taken over 18. Students who wish to register for over 20 credits must consult an advisor who can then manually register them.

The following Kilachand students may qualify for a course overload fee waiver:

1. Kilachand students who have a minimum cumulative GPA of 3.30 or higher who wish to register for up to 22 credits with no extra fee should apply by filling out this form and returning it to KHC no later than the end of the fourth week of classes. Students applying after the fourth week of classes will be required to pay the extra tuition for two credit hours. Fees are not waived for over 22 credits.

2. Seniors (as defined by your home school or college) do not need to apply for the fee waiver for up to 20 credits; it is granted automatically.

Students may be denied overload approval if:
1. They are enrolling in a new school or college for the first time.
2. They are on academic probation or in a warning status in Kilachand or their home school or college.
3. They will be using the semester to complete an “I” grade.
4. They have not met the requisite 3.3 GPA.

All students, especially those in the preceding categories, should consult with their Kilachand academic advisor prior to attempting to overload.