

TBP Recipient Checklist

Students must meet the following criteria prior to having TBP awards processed:

- ☐ Accepted TBP agreement from their hiring department.
- ☐ Agreement approved by the Graduate Tuition Benefits team.
- ☐ Resolved all past-due balances.
- ☐ GPA greater than or equal to 3.0.
- ☐ Enrolled in at least 9 grad hours or have an approved Reduced Course Load Request via one of the following?
 - [Course Load Exception \(CLE\)](#) form
 - [Graduate Part-Time Enrollment Request](#) form
 - All-But-Dissertation (ABD) status with approved Qualifying Examination Results (QER)
 - Enrolled in at least 3 hours of Dissertation (6950/6954) or Thesis (5950)

Reduced Course Load: Students must enroll in the hours required for their award (Ex: a 6-hr TBP award of \$2870 requires at least 6 hrs of enrollment). See the [Reduced Course Load Request](#) page for further explanations.