

**DATE: November 22, 2019**

**TO: Lisa Adkins, Todd Boyd, Julie Schenk, Andrea Thompson,**

**FROM: Marilyn Birriel**

**SUBJECT: SPRING 2020 Tuition Waiver Guidelines and Requests**

**DEADLINE: December 13, 2019**

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**E&G FUNDED**

COEDU-Central Financial Services processes tuition payments for E&G appointed graduate students with job codes of Graduate Teaching Assistant (9184), Graduate Teaching Associate (9183), Graduate Assistant (9185), and Graduate Instructional Assistant (9550) who meet the following eligibility requirements:

1. **FTE**
2. College of Education policies require that the Graduate student must be appointed for at least .50 FTE (20 hours per week).
3. If the graduate student is hired out-of-college, he/she can work a minimum of .25FTE (10 hours per week) per the hiring college.
4. The maximum allowed FTE will be .50 FTE (20 hours per week) with exceptions allowed up to .73 (29 hours per week).
5. Graduate students appointed with <.25 total FTE and have only one appointment as GA are **NOT** eligible for tuition waivers.
6. The extra credits need to be a requirement in the student’s catalog year or that the student has a structured plan with mentor/advisor that needs to be followed.
7. Graduate student is maintaining an overall minimum grade point average of 3.0 (GPA) in degree program.
8. Graduate student is required to work a minimum of 150 hours during the fall or spring semesters, and a minimum of 100 hours during the summer.
9. Graduate student is required to maintain full-time enrollment. Full-time enrollment is defined as a minimum of nine (9) graduate course hours in the fall and spring semesters, and six (6) graduate course hours in the summer semester. The university will waive up to twelve (12) hours in fall and spring and nine (9) in summer.
10. Graduate student is NOT receiving a university-sponsored fellowship/scholarship that covers ALL the tuition fees.

Please forward the attached ***Graduate Assistant Tuition Waiver Request form*** to your students who will be employed in job codes 9183, 9184, 9185, 9550, and 9190 for completion.

**OUT-OF-COLLEGE**

COEDU CFS also processes tuition waivers for COEDU graduate students working ***out-of-college***. Please include all the tuition waiver requests for ***out-of-college*** graduate students in the Tuition Waiver Request spreadsheet under the ***out-of-college*** *tab* and provide the required documentation (same requirements as E&G funded waivers).

**COMBO**

For those GAs who will have multiple appointments, with two or more different or equal job codes, their information will be entered in the Combo tab added at the bottom of the spreadsheet.

**GRAs**

If a graduate student is appointed as a Graduate Research Assistant (9181) or Graduate Research Associate (9182) to a grant and the grant has funds allocated for tuition, the student’s tuition should be charged to the grant. Please confirm with *David Doyle* or *Grace Wang*.

If the grant doesn’t have funds allocated to tuition or the grant is just paying for a portion of the tuition, you will need to complete BOTH, the *Graduate Research Assistant/Associate (GRA) Tuition Waiver Request Form* 1 and the *Graduate Assistant Tuition Waiver Request form*. The form and guidelines can be found by clicking on the following link. GRA Form 1: <http://www.grad.usf.edu/inc/linked-files/Waiver-Forms/waiver-grant-request.pdf>. Please complete and print out the form, get the PI’s signature, scan and forward it to EDU-TuitionWaivers@usf.edu with ALL the necessary documentation. CFS will be responsible for printing out the forms with the corresponding documentation, obtain Associate Dean Cranston-Gingras’ approval signature, and deliver it in person to the Office of Graduate Studies for processing.

Please include these students in the Tuition Waiver Request spreadsheet in the GRA tab.

If a GRA student only needs the “CODE 50” to adjust their out-of-state tuition, please add it to GRA tab in the spreadsheet; check ***CODE 50 ONLY – No Credit Hours column,*** and provide a brief explanation in the comments section. The GA tuition waiver package must be submitted for evaluation and for the adjustment to be applied.

**FELLOWSHIPS**

The fellowship tab has been created for those GAs who are receiving a university-sponsored fellowship providing ONLY partial financial assistance. All graduate students receiving a university-sponsored fellowship providing ONLY partial financial assistance should be listed under the Fellowship tab.

**OVERLOAD EXCEPTIONS:**

1. Written justification is required from the student’s advisor when student is requesting a waiver above the allowable hours, more than (12) credit hours, for fall or spring and more than (9) credit hours for summer.

2. Programs who desire to appoint a Graduate Student, in any classification, more than .50 FTE up to.73 FTE, for single or multiple appointments, must submit an approval email from Dr. Bahr that will be included to the packet that will be sent to the Office of Graduate Studies for approval. The justification should come from the student’s academic advisor (major prof for doctoral), not their supervisor. When requesting, please address these two questions:

1) How does this additional assignment benefit the student either in terms of elements associated with degree completion or better preparing the student for a future career?

 2) How will this additional assignment impact the time to degree for the student?

Students hired in non-GA positions on campus must also not exceed .73 FTE for the combined position and assistantship appointments. These appointments also count towards the total FTE.

**DOCUMENTATION REQUIRED**

Once the ***Graduate Assistant Tuition Waiver Request*** form is completed and signed by the student, the **Department Tuition Waiver Representative** is responsible of obtaining the Chair’s approval signature in the form, completing the attached Tuition Waiver Request spreadsheet and email it to EDU-TuitionWaivers@usf.edu for processing by **December 13, 2019**.

Each GA tuition waiver request packet **for E&G** funded waivers, **Out of College,** **Combo** , **GRA** and **Fellowship**s who has one or more appointments should include the following;

1. Graduate Assistant Tuition Waiver Request form
2. Appointment Status Form or Offer Letter for ALL appointments
3. *Graduate Research Assistant/Associate Tuition Waiver Request form (Form1), if appointments are grant related and if credits will be waived and must include all grant paperwork (****GRA only****)*.
4. Final registration for **Spring 2020** semester courses (ask for the Student Detail Schedule from OASIS – make sure it shows student’s name, U number, semester, courses and total credit hours)
5. Print out from OASIS indicating Florida residency if student is a Florida Resident.
6. \*Approval email from the Associate Dean of the Office of Graduate Studies(Dr. Bahr) for overload FTE (>.50 ) and/or email justification from academic advisor or major professor (>12 credit hours) \*whichever is applicable

\*\* *If corrections are made after documents are signed, documents must be initialed by the person modifying it; otherwise a new document must be submitted.* ***Corrections without initials will not be accepted.***

**GENERAL GUIDELINES**

Graduate students should notify the **Department Tuition Waiver Representative** of changes in their schedule (add/drop) during the semester, should provide a revised schedule and update, initial and date the GA Tuition Waiver Request form. Changes to the original schedule may alter the approved payment amount. The department representative will update the Tuition Waiver Request spreadsheet by **highlighting changes in red** and resending it with a copy of the revised schedule and updated GA Tuition Request form to EDU-TuitionWaivers@usf.edu.

Graduate students should notify the **Department Tuition Waiver Representative** of changes in their FTE during the semester and should provide a revised Appointment Status Form or Offer Letter. Graduate students appointed with < .25 total FTE and having only one appointment as GA are NOT eligible for tuition waivers. The department representative will update the Tuition Waiver Request spreadsheet by **highlighting changes in red** and resending it with a copy of the new Appointment Status Form of Offer Letter to EDU-TuitionWaivers@usf.edu.

**Department Tuition Waiver Representative** should inform graduate students that they have *until the 9th week of the semester* to pay for fees as stipulated in the [Memorandum of Understanding](http://www.grad.usf.edu/inc/linked-files/Memorandum_of_Understanding_USF_GAU_deferred_payment_of_fees.pdf) between the University of South Florida Board of Trustees and Graduate Assistants Union. Student fees are **NOT** waived. Also, **Department Tuition Waiver Representative** should remind and encourage students to clear any holds that they have on their records BY THE 9TH WEEK OF CLASSES! Their tuition waivers will also be **ON HOLD** if there are any holds on their records.

All tuition waiver requests must be submitted to the COEDU Central Financial Services office from the student home department. All packets should be reviewed at the department level before sending them to CFS for processing. Incomplete forms or packets will be rejected.

The Office of Graduate Studies, college, department, and/or unit may retract any tuition waived on behalf of the student should the student not fulfill their GA responsibilities. In this circumstance, the student will be responsible for tuition payment. It is the responsibility of the appointing department to ensure that a student appointed as a GA meets the requirements (especially full-time enrollment) and remains in good academic standing. If these requirements are not met, the department must appropriately notify the student and Central Financial Services that they have not fulfilled their GA responsibilities and will have their tuition waiver retracted.  Additional information about classification descriptions and requirements can be found in the [Graduate Assistant Policies & Guidelines Handbook](http://www.grad.usf.edu/GA_Handbook.php).

**ALL** E&G funded waiver requests should be sent via email to EDU-TuitionWaivers@usf.edu **by December 13, 2019** with **ALL** the corresponding documentation.

Out of College and GRAs tuition waiver requests should be sent via email to EDU-TuitionWaivers@usf.edu **by December 13, 2019** with **ALL** the corresponding documentation.

The College of Education has a fixed allocated dollar amount for waivers and can only allocate waivers if funds are available. Waiver decisions will be made based on the list you provide. If the dollar amount is exceeded, tuition waivers will need to be adjusted accordingly and late requests might not be able to be fulfilled.

If you have any questions or concerns that required immediate attention, please contact Marilyn Birriel via email birrielm@usf.edu or phone x 4-0315.

Thank you for your cooperation.

Enclosures

Ann Cranston-Gingras

Judith Ponticell

Barbara Shircliffe

Sabrina Lewis

George MacDonald

Laura Sorrentino

Jose Castillo

Arlene Swartz

Ruby Jackson