



OUT OF STATE TUITION FEE ADJUSTMENT CODE 50 EXEMPTION PROCEDURES
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF GRADUATE STUDIES
Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

PURPOSE

Graduate students who are classified as “out of state for tuition paying purposes” (OOS) that have been appointed 0.25 FTE or higher as graduate assistants using one of the following job codes (9181, 9182, 9183, 9184, 9185 and 9550), or those graduate students that receive fellowships or scholarships are eligible for out of state tuition fee adjustments. **Note that the Code 50 Exemption code is not a waiver, but a fee correction to adjust the out-of-state fee assessment even though it is keyed through the same system.**

BEST PRACTICES

It is recommended that all colleges validate the financial actions that apply to their students by reviewing the TSAAREV screen in BANNER. *Although the Graduate School is responsive to procedural questions regarding the Code 50, each college is responsible for assuring that the actions requested for their students have been done properly.*

PROCESS FOR COLLEGES WHO DO NOT KEY WAIVERS

PROCEDURE WHEN TUITION WAIVERS ARE USED TO COVER INSTATE TUITION:

1. On the Excel spreadsheet provided by Graduate Studies, indicate the waiver by entering the number of hours to be waived in **column O**. The correct dollar amount will calculate in **column Q**. Be sure enter the appropriate code to cover the INSTATE waiver in the column Q header. This process has not changed.
2. If a student is out of state, use **column T** to indicate that the code 50 should be applied. \$18,000 has been placed into the column to account for the out of state tuition and fees. **This does not need to be changed.** Since the Code 50 is a fee adjustment, the dollar amount does not have to match the waiver amount.
3. Send spreadsheet to **Cash Accounting**.

PROCEDURE WHEN 3rd PARTY PAYMENTS (Payments involving chart fields) ARE USED TO COVER INSTATE WAIVERS:

1. If the INSTATE tuition is paid through a 3rd party payment (typically this involves payment through a specific chartfield corresponding to a grant or contract), **the Code 50 fee adjustment for OOS MUST BE KEYED prior to the INSTATE.**
2. Advise programs to submit the waiver request to your office before proceeding with any 3rd party payments.
3. Fill out the Grad School Excel spreadsheet and use column T to indicate that the code 50 should be applied. \$18,000 has been placed into the column to account for the out of state tuition and fees. **This does not need to be changed.** Send to **Cash Accounting** for processing.
4. If you are also supplying the information on the payment of the waiver using the 3rd party funds, continue to use the 3rd Party Forms.
5. If the programs are going to process the 3rd party payments for instate tuition and stipend, inform them that they may proceed after confirming that the Code 50 has been keyed by Cash Accounting.

PROCESS FOR COLLEGES THAT KEY WAIVERS

PROCEDURE WHEN TUITION WAIVERS ARE USED TO COVER INSTATE TUITION:

1. Key the specific waiver amount using the appropriate code to cover the INSTATE portion of OOS tuition as has typically been done. This process has not changed.
2. Use the Code 50 to allow the fee adjustment of out of state fees. Key \$18,000 as this will clear the out of state tuition fees. Since the Code 5is0a fee adjustment, the dollar amount does not have to match the waiver amount.

PROCEDURE WHEN 3rd PARTY PAYMENTS (Payments involving chart fields) ARE USED TO COVER INSTATE WAIVERS:

1. If the INSTATE tuition is paid through a 3rd party payment (typically this involves payment through a specific chart fields corresponding to a grant or contract), **the Code 50 fee adjustment for OOS MUST BE KEYED prior to the INSTATE.** Advise programs to submit a request to your office before any waivers are keyed, key the code 50 and then have the programs proceed with the instate as done previously.