

Refresher Training – Tuition Remissions for Summer Graduate Staff

Current Policy Regarding Summer Remissions for Graduate Students

The only students eligible for fee remission without having a summer graduate staff payroll appointment are those covered by the memo dated March 27, 1986 from T.P. Adler to Department Heads. This memo states that to receive a fee remission for a given summer semester a student must hold a teaching assistantship (0002G10) in the spring semester before and also in the fall semester after.

The only ways for a student to be eligible for summer fee remission are 1) to have a payroll appointment in a graduate staff position during the summer or 2) to be in compliance with the memo of 3/27/86 referenced above.

Need for Training

It has become clear that a significant number of remissions in the summer semester are being charged to an incorrect account at the University level. The main problem appears to be in an incorrect position code being assigned when the student registers for summer classes. The result is that the fee remission of many students who are actually employed as graduate staff during the summer are being charged to an account specifically designated to handle fee remissions for eligible graduate students who are NOT employed during the summer.

A large volume of charges to the wrong account (as is currently happening) can impact the University's budgeting decisions as well as the annual cost study. Therefore, it is important to correct the inaccuracies in our current process.

By communicating the policy, the issues, and the corrective action needed to both the department business offices and the department graduate contacts, it is expected that a large portion of the errors will be eliminated.

Procedures to be followed in completing position code information for summer course registration

A decision tree/flow chart is attached which details how the position code should be entered when a graduate student registers for summer semester, either on-line or via a Form 23.

The key points about the position code are these:

- **The position code used on the student registration for summer does not need to match the student's position code used in the payroll system. These are used for different purposes in different systems (the Bursar system and the payroll system).**
- If the student **will be employed in the summer** in a graduate staff appointment, enter the position code **0002G04**.
- If the student **will not have a graduate staff appointment in the summer and complies with the Adler memo of 3/27/86**, i.e. had a teaching assistantship (0002G10) in the spring and is expected to have one in the fall, enter the position code **0002G10**.
- If neither applies, the student is not eligible for a fee remission in the summer.

Summer Graduate Fee Remission Decision Tree And Instructions for Position Code Field on Form 23

