Tuition Remission Process for Sponsored Research Appointments

**Purpose:** Students who are paid a Fellowship or appointed as a Graduate Research Assistant can receive tuition funds to help cover their costs during the AY. Stipend recipients can receive coverage directly from the award itself, a tuition cost share award tied to an award, an internal source of funds or thru a grant handled thru the GSAF (Graduate Student Assistantships and Fellowships) office. Funds provided by the GSAF office are processed internally thru their office. For GRA appointments the GSAF office automatically covers 2/3’s of the students tuition needs as long as the award they are being paid from carries the full indirect cost rate. The other 1/3 is normally allocated to the main award or an internal fund. The tuition is provided in order to allow the students to spend time in the labs while they work to complete their PhD.

**Requirements:** In order for a student to be eligible for tuition benefits they need to be in good academic standing and their degree needs to be in line with the awards home organization. Students are eligible to receive up to 9 credits each semester (18 per AY) until they reach the 72 credit level. At this point only one credit is required each semester for continuing enrollment until such time the PhD is conferred.

**Process for Initial Detail Code Set Up:**

1. If you are processing the initial tuition request against a new PTA you will first be required to fill out a Detail Code Request Form which can be attained from the SAIG web page (http://saig.gwu.edu/forms). Fill out the form as necessary, sign and email back to Maria Ezzeldin of Student Account Services. Below is an example of the type of information required on this form.

   - **Department:** Home Org.
   - **Effective Date:** Needs to be in line with the award or before the first submission date
   - **Classification:** F8, GA002
   - **Account:** 57111
   - **PTA:** project 35248, Task 1, Award CCNS21193F
   - **Banner #:** 156963
   - **Project Name:** Single Cell Spectrometry

2. You will receive an email back with a detail code (160R) that can be used on the Columbian College Departmental Tuition Award form for allocation purposes. The Dean’s office uses this code to input the tuition charged directly against an award.

**Process for Submitting Tuition:**

1. **Charging Tuition Directly Against a PTA**
   a. Make sure to add the Tuition information on both the Assistantship & Fellowship Recommendation form and the Columbian College Departmental Tuition Award forms (example attached).
   b. Tuition is processed only after all parties have signed the appointment forms including the student. Send a copy of the package to the Dean’s office for processing.

2. **Charging Tuition Against a Cost Share Award**
   a. Cost share tuition awards are inputted by the Graduate Student Assistantships & Fellowships Office. After all parties have signed the forms you can send a copy of the package to the GSAF office for processing (example attached).