

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 Student Account Services. Below is an example of the type of information required for this type of request.

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 request when submitting the initial appointment via the Banner Workflow system. Once it is fully approved and the student has accepted the appointment one can fill out the CCAS Tuition Remission document (attached). Have the PI sign and then forward to Roy M. in the Deans office for processing the piece against the award or departmental fund. The GSAF office will input their portion based off what was submitted and approved in Banner Workflow.

