

General Graduate Aid and Tuition Remission Frequently Asked Questions

- **What are the different tuition Institutional Aid types available to Graduate Students?**

Graduate Students are eligible for four types of Institutional Aid to cover tuition: Policy Aid, RC Waivers, GC Waivers, and Graduate Tuition Remission.

- **Policy Aid:** Aid provided at the institutional level to students, this Aid includes Qualified Tuition Reduction (QTRs), Athletic Scholarships and Legislative Waivers.
- **RC Waiver:** Responsibility Center (RC) Waivers are tuition scholarships provided to graduate students by an Academic College or Department.
- **Graduate tuition Scholarship:** Graduate Tuition Scholarships (referred to as Graduate College Waivers (GC waiver) in RCM) are provided to a student at the discretion of the Graduate College. These waivers are typically provided in support of centralized programs that cross colleges such as University Fellows or CONACyT and students enrolled under the Graduate Interdisciplinary Programs (GIDP) <http://gidp.arizona.edu/>
- **Tuition Remission:** Considered a mandatory benefit for students employed as Graduate Assistants/Associates (GA). Remission covers the GA's base tuition at either 100% for an FTE ≥ 0.5 or (50% or 66%) or 50% for an FTE < 0.5 (25% or 33%). The cost of Tuition Remission will now be directly billed back to the accounts funding the GA's in the pay period. Tuition Remission will be billed back across six pay periods each term. Tuition Remission is not available for Summer or Winter terms.

- **How do the different tuition Institutional Aid types affect RCU revenue?**

Each of the four Institutional Aid types will have a different effect on a Revenue Responsibility Centered Unit's (Academic Colleges) revenue. Each of the Aid types flow through the RCM model in the same manner as a cash payment. Some of the tuition revenue generated by the different Aid types is applicable to Support Center Expense Recovery (SECR) and Strategic Investment Assessment (SIA) and some is expensed back directly to the awarding Responsibility Center Unit (RCU).

- **Policy Aid:** These Aid types are paid institutionally and do not reduce the amount of tuition revenue a Responsibility Center Unit (RCU) receives. However, any tuition revenue generated from a Policy Waiver will be charged Support Center Expense Recovery (SCER) and the Strategic Investment Assessment (SIA).
- **RC Waiver:** Any tuition revenue generated by a RC Waiver is not charged the Support Center Expense Recovery (SCER) or Strategic Investment Assessment (SIA). The full amount of the RC Waiver will be expensed back to the RCU that provided the waiver.

If a student receives a full RC Waiver from RCU A, and the student is both enrolled in a major owned by RCU A and takes all their SCH in courses owned by RCU A, the full amount of the RC Waiver will return to RCU A. That revenue will then have the RC Waiver amount deducted from it, reducing the amount of net revenue RCU A receives to \$0.

- **Graduate Tuition Scholarship (Graduate College waiver):** Any tuition revenue generated by GC waiver is not charged the Support Center Expense Recovery (SCER) or Strategic Investment Assessment (SIA).
- **Tuition Remission:** Any tuition revenue generated by Tuition Remission funded from Unrestricted funds (such as local or state) is not charged the Support Center Expense Recovery (SCER) or Strategic Investment Assessment (SIA). Unrestricted funds typically pay GAs classified as Graduate Teaching Assistants/Associates.

Any tuition revenue generated by Tuition Remission funded from restricted funds (such as sponsored grant or auxiliary) will be charged Support Center Expense Recovery (SCER) and the Strategic Investment Assessment (SIA). Restricted funds typically pay GAs classified as Graduate Research Assistants/Associates.

RC Waiver Frequently Asked Questions

- **What can a RC Waiver be use for?**

RC waivers can waive both Base Tuition and Program Fee/Differential Tuition (PFDT). They cannot waive Mandatory Fees, Course Fees or any other charges on a student's bill.

RC Waivers cannot be provided to students enrolled in UA Online or Outreach programs.

- **How much can a RCU distribute in RC Waivers?**

The amount of RC Waivers distributed in a year is at the sole discretion of the distributing Responsibility Center Unit (RCU).

- **How are RC Waivers split between Base Tuition and Program Fee/Differential Tuition?**

All Graduate Aid, with the exception of specific Item Types that are clearly defined to reduce only Base Tuition or PFDT, is proportionally split between Base Tuition and PFDT. To determine the proportional share, the Base Tuition amount is divided by the total amount of Tuition (Base + PFDT). This factor is then multiplied against all applicable Aid Item Types to determine the amount of the Aid to apply to Base Tuition; the remainder is applied to PFDT.

For example, if a student has a Base Tuition of \$10,000 and a Program Fee of \$1,500, their total Tuition amount is \$11,500. Their multiplication factor would be $\$10,000/\$11,500$, or .87 (87%). This means that 87% of all applicable Aid will be assessed against Base Tuition and the remaining 13% will be assessed against the Program Fee. If an RCU provides this student with a \$10,000 RC Waiver, \$8,700 of that RC Waiver will be applied against the Base Tuition and the remaining \$1,300 will be applied against the Program Fee.

- **When to use an RC Waiver on Graduate TAs or RAs?**

If you have a Graduate Assistant/Associate who is employed as less than 0.5 FTE, you can use a RC Waiver to waive the remaining Base Tuition that is not covered by Graduate Remission. You can use a RC Waiver to waive any PFDT that the GA may have. RC Waivers cannot be used in lieu of Graduate Remission if that student is hired as any type of Graduate Assistant/Associate.

- **How do you apply a RC Waiver to a Student account?**

RC Waivers are awarded to students using the External Award page within UAccess Student. The process for awarding a RC Waiver has not changed from previous years.

- **How are RC Waivers approved?**

The Graduate College will approve RC Waiver awards within UAccess Student. The process for approving a RC Waiver has not changed from previous years. The Graduate College does not determine the RC waiver budget.

- **Which RC Waiver should be used?**

Each RCU has a set of RC Waivers available to them at two levels, the College level and the Department/Program level. If you are a member of a department, you should use the RC Waiver who's description match your department name. Check with your Dean's Office before using the College level RC Waivers. College level RC Waivers can be identified because their description will contain the College name. If you are a member of a department and there are no department level RC Waivers for your RCU, your Dean's Office has elected to manage all RC Waivers with the College level RC Waiver and that is the appropriate waiver to use.

There are two types of College level RC Waivers. The waivers with (B) limited to the amount of Base Tuition charged; even if the award is in excess of the amount of Base Tuition charged, only the amount of Base Tuition charged will be waived on the student's bill. Although the (B) can only waive up to the value of Base Tuition charged, within RCM this waiver will still be proportionally distributed between Base Tuition and any PFDT charges.

The other College level RC Waiver can be used to waive both Base Tuition and PFDT charges on a student's bill. All Department/Program level RC Waivers are able to waive both Base Tuition and PFDT charges.

- **What is an RC Waiver Item Type budget?**

RCUs have the ability to provide an upper limit to the amount of Aid that can be awarded on any given RC Waiver Item Type. The Item Type budget will cap, and then reject, any awards that go beyond the budgeted amount. An RCU can update the Item Type budget whenever necessary and the budget is intended to help RCUs track the amount of RC Waiver expense associated with each Department/Program for future planning purposes. To increase an item type budget, receive college dean's office approval and email OSFA-DeptAskAid@email.arizona.edu with the item type, account number, original budget, requested new budget.

Tuition Remission Direct Charge Frequently Asked Questions

Grant/Contract Budget Questions

- **How do I know whether to budget for GA who will be enrolled in 6 units or 7 or more units?**

Since future GA course load is unknown, it is advised that you always budget for a GA who will be enrolled for 7 or more units to avoid budget shortfalls. (GAs are in-state for tuition purposes, please refer to <http://bursar.arizona.edu/students/fees> for current base resident tuition rates. A GA hired at 50% or 66% time will cost the full base resident tuition. A GA hired at 25% or 33% time will cost ½ the full base resident tuition)

- Is the GA tuition remission subject to F&A cost?**
 Usually no, budgets calculated using the standard MTDC (modified total direct costs) do not assess F&A costs to tuition remission. Tuition remission would incur F&A cost if the sponsor calculates F&A cost on TDC (total direct costs).
- Now that tuition is no longer an ERE rate, what category in my budget do I list tuition remission?**
 Tuition remission direct charge should be budgeted in the “other” category in operations. An example budget justification is: Tuition for the graduate student is included as a mandatory benefit and is charged in proportion to the amount of effort the graduate student will work on the project. A GA hired at 50% or 66% time will cost the full base resident tuition. A GA hired at 25% or 33% time will cost ½ the full base resident tuition.
- Historically tuition has increased every year, however in the past we could not escalate an inflation factor for future years. Can I budget for inflation on the tuition remission?**
 Yes, now that tuition remission is no longer expensed as a fringe benefit, we can budget for inflation. We recommend budgeting 8% inflation increase per year.

Unallowable Tuition and Hardship Questions

- The sponsor of my grant does not allow the charging of tuition remission and at the time we proposed the grant, we were unaware of this restriction. What do I do?**
 By approving the proposal the department and college agree to accept the risk of potential grant restrictions. Before the UA Financials account is established the department will need to provide SPS with an account number to cover the unallowable tuition remission. This could be the account associated with tuition revenues.
- My current grant does not have the budget available to incorporate the increase of tuition remission. What do I do?**
 For proven hardship cases, you will have to work with your RCU to obtain any relief of the increase costs. It is under the discretion of your RCU to provide this relief or not. The UA does not have central funds to offset the additional costs. ALL the revenue generated from the tuition remission is given back to the RCUs.
- I do not want GA tuition charged to my grant, can I provide a separate account for tuition remission.**
 No, tuition must follow the funding sources for the GA salary. The only exception is if the sponsor does not allow tuition remission and hardship cases. Both situations must be documented i.e. written sponsor policy for unallowable tuition or account balance analysis and justification for hardship.

Timing Questions

- **The charging of my grant for tuition remission is past the deadline of when the full tuition payment is due from the student. Will my GA be assessed late penalties that he must pay?**
No, the student account will be credited the tuition remission and student health insurance (if elected by student) at the time when the hire paperwork is submitted by the hiring department. (Assuming the hire paperwork is submitted before the late fees are accessed).
- **Why is tuition only posting in 6 pay periods each semester?**
In order to avoid adjustments for GAs adjusting class schedules, the direct charge will begin charging the grant after the GA is not allowed to adjust his class schedule for a full refund.
- **My grant ends before the first scheduled charge of tuition remission. How can I charge the tuition before my grant ends?**
If the GA is continuing employment on another project, the next project will be responsible for the GA tuition remission. The tuition must follow the funding source for GA salary.
- **My GA is defending his dissertation and will graduate before the first scheduled payment on my grant. Due to the fact that he has graduated, the GA has fulfilled all his contractual obligations, his employment is terminated. How will the tuition be charged to the grant if the GA is no longer a UA employee?**
The final payment will be a lump sum charge for tuition that will post with the last paycheck.
- **My GA has voluntarily terminated before the first charge of tuition remission hits my grants. The GA had fulfilled all his contractual obligations up to this point. Will I still be responsible for the tuition remission?**
Voluntary termination will be reviewed and the grants will be accessed a prorated charge and the student will be responsible for the difference.
- **My GA has been terminated for cause because the GA did not fulfill his contractual obligations. Who is responsible for the tuition, the GA or the grant?**
The GA will be responsible to pay his own tuition remission if he is terminated for cause.

Other Questions

- **Will the tuition remission charge also include additional fees accessed to the student?**
No, the tuition remission does not cover additional fees accessed to the student.
- **My GA has an external tuition scholarship. Will my grant still be charged the tuition, since his tuition has already been paid by an outside source?**
The direct charge tuition remission will take precedence over any other sources of financial aid for the GA tuition.

- **My GA is split funded by 2 different grants. How will my grants be charged the tuition remission?**

The tuition remission is charged based on the payroll distribution at the time of payment. For example the payroll distribution has the GA on 2 different grants at 75% and 25%. The tuition will be charged according to the distributions.

- **I have a less than half time (25% or 33%) GA, I understand that my grant will cover ½ of the tuition and the student will be responsible for the other half. How can I cover the full tuition of the student?**

Work with your college to obtain a RC waiver for the amount the student owes. GAs cannot receive RC waivers for the amount covered by the grant.

- **The payroll distribution was incorrect at the time the tuition expense posted to my grant account. How do I correct this error?**

To correct errors, a salary expense transfer needs to be initiated. An automatic transfer of the tuition is done with the salary expense transfer.

- **Will Graduate Tuition – Direct Bill charges encumber?**

Yes! Due to multiple requests, FSO has worked to devise an encumbrance method. During the initial Grad Tuition - direct bill payroll expense load (see the payroll calendar for dates), FSO will manually encumber the remaining amount on the same position funding as the initial expense. Each subsequent load will move the remaining encumbrance to the current position funding.

Graduate ERE Rate Frequently Asked Questions

- **What is an ERE rate?**

Please refer to the [ERE Overview](#).

- **Why were the ERE pools reorganized?**

Historically the university has utilized employee classification to determine the structure of the ERE pools. The change to pools based on benefit eligibility will assist in maintaining stable rates during extensive changes with ACA, ADOA and various other benefit compliance requirements.

- **Why are we moving from ERE Rate Tuition Remission to Direct Bill Tuition Remission?**

The Tuition Benefits Committee in February 2013 provided a recommendation that tuition remission be a direct charge and not applied as an ERE component. They also felt direct charge would balance both University financial needs and the financial constraints of individual programs to strengthen graduate education at UA. This change is made with the understanding that:

- Graduate tuition benefit is essential to recruit and retain the best graduate students
- Tuition benefit is fairly distributed
- RCM philosophy of budgeting, the funding should be transparent
- Faculty and Graduate Students will know the full costs of tuition benefits
- The amount of subsidy from the institution will be known


The ERE Executive Finance Committee evaluated this recommendation and determined a method for enacting the change.

- **How many pay periods will the Direct Tuition expense be spread over?**

The University has opted to spread the expense over 6 pay periods. To reduce the number of adjustments, the expense will begin after the semester starts until the semester end. As the University does not presently provide Graduate Tuition Remission for the summer months, expenses will only be reflected in the Fall and Spring semesters. A calendar depicting the pay dates by semester can be found [here](#).

- **Will the Graduate Assistant's paystub appear differently?**

Yes, see image below. (The highlighted lines have been added. All other information will remain the same.)

 The University of Arizona Financial Services Office/Payroll 1303 E University Blvd, Box 4 Tucson, AZ 85719-0521		Pay Group: GRD-Graduate Student Pay Begin Date: 01/19/2015 Pay End Date: 02/01/2015 ** Advice **		Business U Wmt./Adv. Check Date	
Wilbur Wildcat 100 E. University Tucson, AZ 85719		Employee ID: 12345678 Department: 0107-Sch of Family & Consum Sci-Ins Location: Main Campus Job Title: Graduate Associate Pay Rate: \$483.90 Biweekly		TAX DAT Marital Sta Allowances Addl. Amt: AZ Withold FICA %:	
HOURS AND EARNINGS					
Description	Current		YTD		Desc Fed V AZ V
	Hours	Earnings	Hours	Earnings	
Grad Pay		483.90	99.20	1,818.29	
Graduate Tuition Benefit		447.00		1,341.00	
Graduate Tuition Remission		-447.00		-1,341.00	
TOTAL:	0.00	483.90	99.20	1,818.29	TOT
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD

- **What happens if my budgeted grant funding and actual costs do not align?**

The following scenarios have been created to address this issue:

- **Scenario 1:** Awarded and/or budgeted prior to 7/1/2015

If your grant/contact was awarded or budgeted prior to 7/1/2015 and was budgeted under the ERE rates, you will need to pay the difference from another budgeted category or a departmental account. Under RCM the tuition received from the graduate tuition remission (GTR) will be awarded tax free to state and local funds only. All other restricted funds (sponsored, auxiliary, agency, etc.) will be taxed. The following are two examples:

Budget does not cover cost of tuition

Budgeted:		
Salary		\$20,000
Grad Asst ERE 13.3%		\$2,660
Tuition Remission 50%		\$10,000
Actuals:		
Direct Bill of TR		\$11,000
Variance		(\$1,000) - This portion will need to be paid by grant from another category or from another departmental account

Cost of tuition was over budgeted

Budgeted:		
Salary		\$30,000
Grad Asst ERE 13.3%		\$3,990
Tuition Remission 50%		\$15,000
Actuals:		
Direct Bill of TR		\$11,000
Variance		\$4,000 - This portion will need to be re-budgeted in grant.

○ **Scenario 2: New budget as of 7/1/2015**

If your grant/contact is in the process of being awarded or budgeted after 7/1/2015 it would no longer fall under the ERE rates, the actual tuition costs can be budgeted. The following is an example:

New FY2016 budget process

Budgeted:		
Salary		\$30,000
Grad Asst ERE 13.3%		\$3,990
Tuition Remission 50%		\$11,000
Actuals:		
Direct Bill of TR		\$11,000
Variance		\$0 - No variance for tuition remission.