

Notice to Faculty re: Graduate Student Tuition/Fee Remissions

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Faculty need to make informed budget and appointment decisions when hiring graduate students. This is ever more important now that academic departments manage employment benefits that were previously paid by central administration. The decentralization of benefits will not have an impact on faculty whose research grants pay student employees, since grants have always paid for the benefits directly. This document provides a summary explanation on *how* fee remissions work.

Basic rules of managing fee remissions

Tuition/fee remissions are governed by a complex set of rules that arise from accounting principles, human resources policies, and collective bargaining pertaining to Academic Student Employees (GSIs, Readers, and Tutors; GSRs are not subject to collective bargaining).

Key points to keep in mind:

- Tuition/fee remissions are a *benefit* of employment only for specific *qualifying* appointments (GSR, GSI, Reader or Tutor). For qualifying appointments, please see http://www.grad.berkeley.edu/policies/pdf/fee_remission_eligibility.pdf.
- Tuition/fee remissions are generated only for the semester of the given appointment (Fall and Spring semesters only).
- Tuition/fee remissions are paid by the *salary source(s)* of the appointment or by the salary sources of a combination of appointments
- Tuition/fee remissions can only be paid by the salary source of the appointment. In some cases, Nonresident Supplemental Tuition (NRST) remissions for eligible GSR appointments may be paid by other sources.
- Tuition/fee remissions can be used only to pay tuition/fees. If another source covers the tuition/fees, the student does not receive the cash equivalent of the tuition/fee amount.

Budgeting tuition/fee remission costs

Any combination of appointments equaling 25% FTE can create a fee remission. For example, if you appoint a student to a position that is not eligible for tuition/fee remissions (i.e., any GSR, GSI, Reader or Tutor appointment that is *less than* 25% time), your department may still end up paying a portion of a tuition/fee remission. That is because the same student may accept another position in another department and, together, the two positions create a tuition/fee remission.

Process for collecting tuition/fee remission costs from multiple appointments

If a fee remission is the result of more than one qualifying appointments, tuition/fee costs will be charged proportionately to each salary source of the appointments.

For more details, see the Appointments Office page on the Graduate Division Website:

http://www.grad.berkeley.edu/policies/appointments_office.shtml .

For more information about benefits decentralization overall, see

<http://budget.berkeley.edu/policies/Docs/BenefitsDecentralization/BenefitsDecentralizationPlan.pdf>