Notice to Faculty re: Graduate Student Tuition/Fee Remissions

Revised April 2013

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. 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 Eligibility, Title Codes & Remission Types.
- 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 be generated even if the appointment on its own is not eligible. If the student has other GSI, GSR, Reader and Tutor appointments that combined total 25% FTE or more.
- Combinations of appointments (GSI, GSR, Reader & Tutor) equaling 25% FTE or greater get charged proportionately to the salary sources of each appointment.
- 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 assessed tuition/fees. Tuition/fee remission is an offset in CARS towards specific assessed fees/tuition. If another source covers the tuition/fees, the student never receives the cash equivalent of the tuition/fee remission amount (e.g. if the student waives health insurance).

Budgeting tuition/fee remission costs

Any combination of appointments (GSI, GSR, Reader or Tutor) equaling 25% FTE or more 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 percentage total of the two positions generate 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 appointment (combination of GSR, GSI, Reader or Tutor appointment equaling 25% FTE or greater), tuition/fee costs will be charged proportionately to each salary source of each of the appointments.

For more details, see the Appointments Guide page on the Graduate Division Website where you will find a multitude of information, especially the Fee Remission Tutorial.