

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](#).