

# Getting Started with RA/TA Waivers

## Tuition Remission Eligibility

This chart shows the tuition waiver amount a student is eligible for based on the level of appointment.

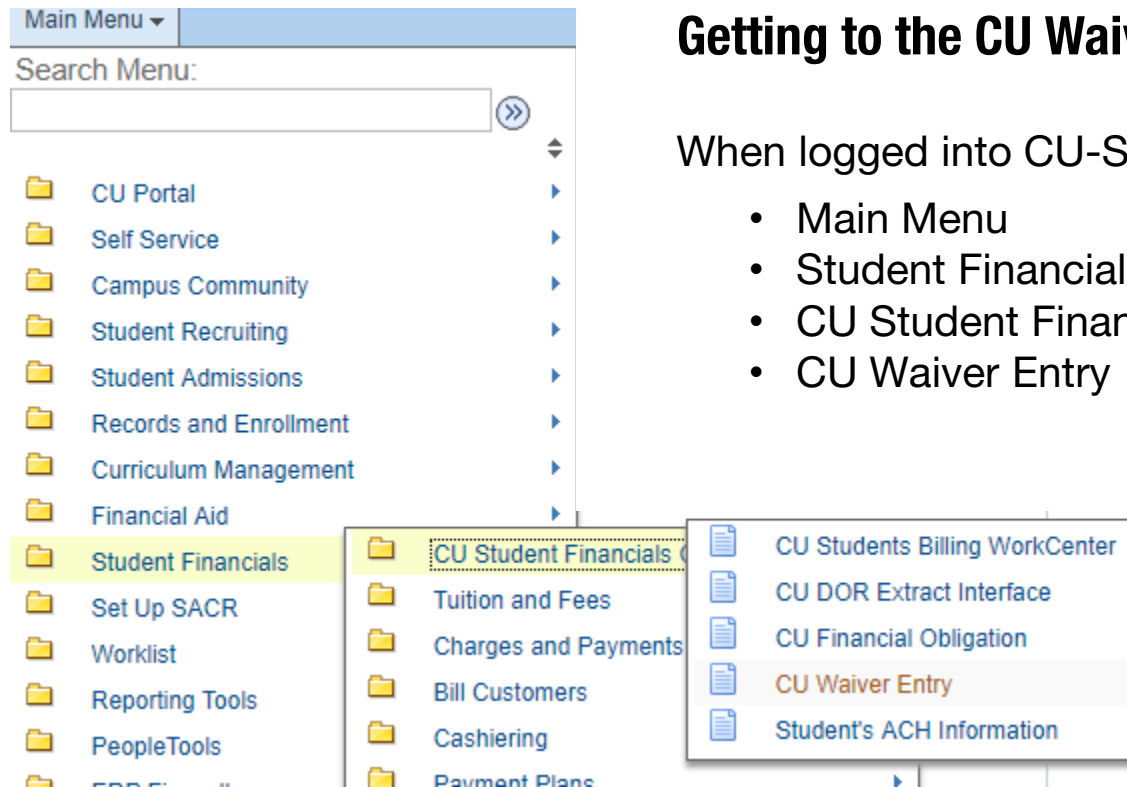
Hours employed per week	Tuition Remission	Appointment Percentage
6	3 credit hours	15%
8	4 credit hours	20%
10	5 credit hours	25%
12	6 credit hours	30%
14	7 credit hours	35%
16	8 credit hours	40%
18	9-18 credit hours	45%
20	9-18 credit hours	50%

Please note that the appointment percentage entered for the student will always **round down to the nearest 5% increment** when calculating the tuition benefit.

- If a student has a **33% appointment**, they are eligible for a **six credit hour tuition waiver** (which is the benefit for a **30% appointment**).
- Not until a student reaches a 35% appointment will they be eligible for a seven credit hour tuition waiver.

# CU Waiver Entry screen – Adding to Favorites

Since all waiver entries and changes are made on the **CU Waiver Entry** screen, it is helpful to save this screen to your **favorites**.



## Getting to the CU Waiver Entry screen

When logged into CU-SIS, click:

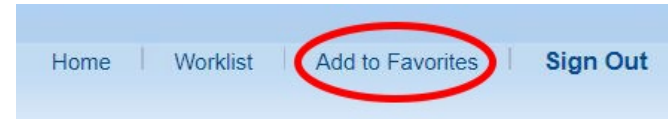
- Main Menu
- Student Financials
- CU Student Financials Customs
- CU Waiver Entry

# CU Waiver Entry screen – Adding to Favorites

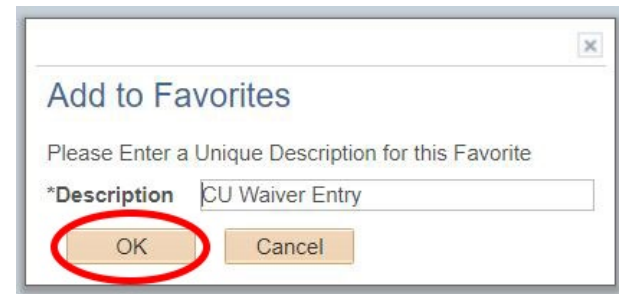
*continued*

## Add to Favorites

1. Top right: click **Add to Favorites** →



2. When the dialogue box opens, click **OK** →



3. It is now saved to your **Favorites** (top left) →



# Top Tips to Remember

Only **one entry** can be made on the CU Waiver Entry screen **per day**.

If you enter and save incorrect information on the screen, ***you will need to wait until the following day to correct it.***

## To correct your entry:

- **add** a new row
- **enter** the information
- click **save**
- This will overwrite the entry from the previous day.

If there is an **emergency**, such as an incorrect entry causing an over-refund to a student, call the **Bursar's Office that day**. We can place a stop to prevent the refund until you are able to correct the entry the following day.

Bursar's Office  
303-492-5381

# Top Tips to Remember

**Always use the “+” button, which will add a new row**

**Adding a new waiver? Use the “+” button.**

**Making changes to a waiver that’s already entered? Use the “+” button.**

Find | View All First 1 of 1 Last

Billing Career: GRAD  
Institution: CUBLD CU Boulder

Find | View All First 1 of 3 Last

\*Term: 2191 Spring 2019 Effective Date 07/19/2018

TA Oper ID:   
TA Percentage:   
RA Oper ID: COOK000002  
RA Percentage: 50.000  
Payroll ID: 325132

**Adding a new waiver?  
Making changes to a waiver?**  
**Always** use the “+” button to add a new row.

# Top Tips to Remember

All entries made on the CU Waiver Entry screen will overwrite previous entries. **Do not delete any information** that you are not changing for your department.

For example, if the student **already has a TA waiver from another department** and you are entering an **RA waiver for your department**, **leave** the TA waiver information on the new row that you create and type in your RA waiver information.

If you don't know the payroll ID, you can enter **999999 as a placeholder**. Once the student has their own payroll ID, you must replace the 999999 with their correct number.

If you are **completely deleting an appointment** for a student:

- add a row
- delete the appointment percentage from that row
- click save

The effective date on the CU Waiver Entry screen will always default to the current date. **Do not change the effective date for any reason.**

# Top Tips to Remember

Percentages cannot be changed for prior terms in the CU Waiver Entry screen.

If an adjustment needs to be made to a prior term appointment:  
Contact Jason Swope at [jason.swope@colorado.edu](mailto:jason.swope@colorado.edu).

Always make sure you are entering the waiver on the GRAD career; some students will also have a UGRD career on the CU Waiver Entry screen.



CU Waiver Entry

Billing Career: **GRAD**

Institution: CUBLD CU Boulder

Health Plan	Plan Cost	Benefit	Your Cost
Student Health Insurance Plan (SHIP)	\$1,948	\$1,773	\$175
BuffCare Supplement	\$225	\$0	\$225

The insurance waiver amount changes each year and can be found on the Bursar's Office website.

[colorado.edu/bursar/payments/rata](http://colorado.edu/bursar/payments/rata)

# Top Tips to Remember

**No Credit Classes:** Waivers will not calculate for courses taken for **No Credit**.

The term code will change each semester.

You can use the **magnifying glass** to open a list of all term codes and select from the list.

**2207 = Fall 2020**

**2211 = Spring 2021**

