



Training for the Graduate School Tuition Remission Program

Fall 2024



University of Colorado
Boulder

Presenters

Name	Office	Email Address	Function
Patty Stanfield	Graduate School	Patricia.stanfield@colorado.edu Graduate.fundadmin@Colorado.edu	<i>Graduate student eligibility and appointments</i>
Anne Stetina	Bursar's Office	Anne.Stetina@colorado.edu	<i>Entering waivers in CU-SIS/ student billing questions</i>
Jason Swope	Office of the VCAA and Provost	Jason.Swope@colorado.edu	<i>Departmental allocations of tuition and fee charges</i>



Patty Stanfield – Graduate School

Graduate Student Eligibility and Appointments

This portion of the training is intended for individuals involved in the process of hiring graduate students into tuition remission eligible appointments.



Only Graduate Student Faculty Appointees are Eligible for Tuition Remission

- **There are only four eligible job codes:**
 - *1502 Graduate Assistant (GA)*
 - *1503 Graduate Part-Time Instructor (GPTI)*
 - *1505 Research Assistant (RA)*
 - *1506 Teaching Assistant (TA)*

Remember to enter these as semester-long contracts.

Fall: 8/15 – 12/31

Spring: 1/1 – 5/15

*Please use separate position numbers and job records for
Academic Year appointments and Summer appointments.*



Ineligible Job Codes for Tuition Remission

- **Hourly appointments and Fellowship (pre-doc trainee) job codes are not eligible. Further information regarding these appointments may be found on the Graduate School website.**
<https://www.colorado.edu/graduateschool/funding/funding-administration>



Process Map

The four components to the tuition remission process are:

- 1. Appointment Letter**
- 2. HCM hire**
- 3. Tuition waiver entered (CU-SIS)**
- 4. Tuition expense and fee allocation**

Minimum Requirements for Appointment

- **Must be full time, regularly enrolled, degree seeking Boulder graduate students.**
 - **Must demonstrate adequate academic progress every semester.**
 - **Do not need to be enrolled in the summer to hold an appointment.**
 - **Must work a minimum of 12 weeks – the count starts on the first day of classes in the fall and January 1 for spring.**
-



Letters of Appointment

- **Letters of appointment are required for all monthly GA, RA, GPTI and TA appointments.**
- **Offer Letter Template is available on the graduate school website:**
<https://www.colorado.edu/graduateschool/funding/funding-administration>



Tuition Remission

- **All graduate students appointed to eligible job codes on an appointment 15% or higher receive tuition remission as part of their compensation for services rendered.**
- **Must work a **minimum** of 12 weeks (Fall and Spring semesters).**
- **The amount of credits covered depends on the percentage of appointment.**
- **All mandatory fees are covered as well.**



Tuition Remission – Other Considerations and Rules

- **Withdrawal from a course after the add/drop deadline will result in loss of tuition coverage for that course.** Please make sure students are informed of this rule!
- A student must use the tuition remission **in the semester in which they hold the position.** For example, a student with a fall 50% TA appointment cannot carry over the tuition remission to the spring semester.
- Student **must** be employed on the Boulder campus.
- Courses taken through Continuing Education, Extended Studies or Outreach programs **do not qualify for tuition remission.**
- Courses taken for no credit are **not eligible** for tuition remission.
- Anyone on an appointment of 20% or greater will also receive coverage of mandatory student fees, a contribution to health insurance (if enrolled in SHIP), and the separate graduate dental insurance.



Tuition Credit Hours

Appointment Percentage	Eligible Tuition Remission
15%	1-3 credit hours
20%	4 credit hours
25%	5 credit hours
30%	6 credit hours
35%	7 credit hours
40%	8 credit hours
45%-50%	9+ credit hours



Tuition Remission for Non-Residents

While all non-resident students will still be charged non-resident rates on their tuition bill, employers will be billed tuition remission expenses at the resident rate and the tuition differential will be covered by the Office of the Provost.

Tuition Remission for Non-Residents

Students are responsible for paying for additional credit hours not covered by tuition remission and will be billed at the non-resident rate.

All domestic non-resident graduate students (including permanent residents) must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Failure to do so will result in ineligibility for tuition remission, starting with the following semester.

International students are not required to obtain residency.



Anne Stetina– Bursar’s Office

Entering Tuition Remission for Graduate Students in CU-SIS

This is intended for individuals who enter tuition waivers.



CU-SIS Access



- All new staff who process tuition remission and grant RA/TA waivers must receive access.
- Your supervisor must authorize you to have CU-SIS access by filling out CU-SIS Access Request Form online <https://www.cu.edu/uis/campus-solutions-cs-access>(scroll down click on **CU-SIS Access PDF form**) and submit it via email as an attachment to Bursar_Access@colorado.edu
- Prior to receiving access, Skillsoft on-line trainings must be completed.
 - **CU: Introduction to CU-SIS Campus Solutions (You are directed to these classes on access form)**
 - **CU: FERPA**
 - **CU: CU-SIS Student Financials**
- You are now ready to get started

Instructions with screen shots for entering a waiver and deleting a waiver are located on the Bursar Website:
Colorado.edu/bursar>Resources>Resources for Faculty and Staff>Tuition Remission

Bursar's Office Resources for CU Departments

PART OF ENROLLMENT MANAGEMENT

Bursar's Office

[Home](#) [Access](#) [Cash Management](#) [Tuition Remission](#) [Employee Tuition Assistance Benefit](#) [Contact](#)

Tuition Remission

View step-by-step tutorials about RA/TA waivers.

Getting Started with RA/TA Waivers

Department Financial Management Guide: [The Guide](#)



Viewing a Student's
RA/TA Waiver



Entering an RA/TA
Wavier



Multiple
Departments Entering
RA/TA Waivers



Deleting an RA/TA
Waiver

[Viewing a Student's RA/TA Waiver](#)

[Entering a New RA/TA Waiver](#)

[Multiple Departments Entering RA/TA Waivers](#)

[Deleting an RA/TA Waiver](#)

Web Feedback



University of Colorado **Boulder**

Steps for entering RA/TA Waivers

1. From the home page , click the **Student Records** drop down (at the top) and select **Student Finance**. Click on the **Student Information** card. The **CU Waiver Entry** link will be on the left side of the page.
2. Click the **CU Waiver Entry** link.
3. Enter the Student ID Number into the **ID** field. e.g. “**123456789**“ or enter the student’s first and last name in the designated fields.
4. Click the **Search** button.
5. When you land on the waiver entry screen, the effective date will automatically populate with the current date IF there hasn’t been a previous entry for the student.
6. Navigate to the correct term by clicking to expand the magnifying glass and select **Fall 2024**. Alternative, you can enter “**2247**” in the term field.
7. If the student has had a previous waiver entry, that information (including the date of the previous entry) will automatically populate from the prior term so you **must add a new row** by clicking the “+” sign. A new effective date will automatically populate after you’ve created a new row.
8. Enter the percentage of appointment into the applicable **TA%** and/or the **RA%** field. For the example on the next slide, enter a valid value e.g., “**25**” in the **RA%** field. (Use a whole number for the % and round down to nearest 5% increment. For example, a 33% appointment should be entered as 30%). GA and GPTI should be entered in the TA field.
9. Enter *your* Operator ID (ex. BBBB000006) into the appropriate TA and/or RA field and if a previous Operator ID populates the Operator ID field when you add a new row, you must overwrite that ID with your Operator ID. Both IDs will be stored in history.
 - If you don’t know your Operator ID, refer to your e-mail received from bursar access.
10. Enter the student payroll ID. Can be **999999** for new students but remember to go back in to enter the actual payroll ID ASAP
11. Click the **Save** button.



Find | View All First 1 of 1 Last

Billing Career: GRAD

Institution: CUBLD CU Boulder

Click "view all" to see all previous waiver entries

Enter the new term

Find | View All First 1 of 4 Last

***Term:** 2247 Fall 2024

Effective Date: 08/02/2024

TA Oper ID:

TA Percentage:

RA Oper ID: BBBB000006

RA Percentage: 25

Payroll ID: 123456

!! When you add a new row ("+"), the information from the previous row will automatically copy to all fields in the new row

After the + sign has been clicked on the prior entry (see below), the new date will automatically be entered.

Find | View All First 1 of 8 Last

***Term:** 2241 Spring 2024

Effective Date: 11/29/2023

TA Oper ID:

TA Percentage:

RA Oper ID: AAAA000001

RA Percentage: 50.00

Payroll ID: 123456

Clicking the + sign will automatically enter the current date on the new row as the effective date. Do not overwrite the date on the previous entry.



Steps for entering a Dual Waiver in Same Term

1. From the home page , click the **Student Records** drop down (at the top) and select **Student Finance**. Click on the **Student Information** card. The **CU Waiver Entry** link will be on the left side of the page.
2. Click the **CU Waiver Entry** link.
3. Enter the Student ID Number into the **ID** field. e.g., “**123456789**” or enter the student’s first and last name in the designated fields.
4. Click the **Search** button.
5. When you land on the student’s waiver entry screen, and if another department has already entered a waiver for Fall 2024, you’ll see it entered on this screen. Do Not Delete This Entry!
6. Click the “+” sign to add a new row. If you see that someone has already entered a RA and you are also adding a RA, simply add your percentage to the percentage that is already there. Example: 15% was entered and you need to add a 25% RA, you add your 25% to the 15% so enter 40% by overwriting the 15% with **40**. Change the operator ID to yours. Both Operator IDs will be stored in history. **Click Save**. See example on next slide.
7. If you click the “+” sign and see that someone has already entered a RA for Fall 2024 and you need to add a Fall 2024 TA waiver, you leave the RA% and RA operator ID in place and enter your TA% in the TA % field and enter your Operator ID in the TA Operator ID field.
8. Click **Save**.



Billing Career: GRAD
Institution: CUBLD CU Boulder

Make sure the term code is the same.

*Term: Fall 2024

TA Oper ID:

TA Percentage:

RA Oper ID:

RA Percentage:

Payroll ID:

Effective Date:

!! Add your 25% RA entry to the 15% RA waiver that was already entered and enter 40. Overwrite the operator ID with your ID. Click Save.

After the + sign has been clicked on the prior entry (see below) the new date will automatically be entered and all fields will populate with the previous entry.

*Term: Fall 2024

TA Oper ID:

TA Percentage:

RA Oper ID:

RA Percentage:

Payroll ID:

Effective Date:

Do not overwrite this date. Click the + sign to add a new row (shown above).

Billing Career: GRAD
Institution: CUBLD CU Boulder

*Term: Fall 2024

TA Oper ID:

TA Percentage:

RA Oper ID:

RA Percentage:

Payroll ID:

Make sure the term code is correct for the term you want.

Effective Date:

!! The TA entry was made after the RA had already been entered for the same term. Do not change the previous RA entry. Enter the necessary info into the TA fields and click save.

Clicking the + sign will automatically enter the current date as the effective date. Do not overwrite this date. This date should always be the date you are entering the information

-
-
-
-
-
-
-

Click save when you're finished with your entry

Deleting or Changing Appointment

1. Go to the **CU Waiver Entry** screen.
2. Press the “+” button to add a new row. Always add a row at the top right of the page.
3. Make sure the term is correct in the new row.
4. Delete populated field(s) Percentages and Payroll id. (Delete by hitting the space bar) Do not delete the operator ID. Change the operator ID to yours if you were not the person who entered the original waiver. See example on next slide.
5. Click **Save**.
6. If there is a combined appointment and the student is working for your department **less than** the percentage already in the TA or RA field, add a row (+), subtract your appointment from the percentage. Example: **RA Percentage** field is populated with “50”, the RA percentage in your department was 20%, change the number in the RA percentage field to “30”, enter your RA Operator ID number.
7. Click **Save**



Find | View All First ◀ 1 of 1 ▶ Last

Billing Career: GRAD

Institution: CUBLD CU Boulder

Always click + sign to add a new row and the effective date will populate with current date

Find | View 1 First ◀ 1-4 of 4 ▶ Last

***Term:** Fall 2024

Effective Date +

TA Oper ID:

TA Percentage:

RA Oper ID:

RA Percentage: ←

Payroll ID: ←

Delete waiver percentages and payroll ID. Change operator ID to yours if you were not the person who entered the original waiver

Find | View 1 First ◀ 1-4 of 4 ▶ Last

***Term:** Fall 2024

Effective Date

TA Oper ID:

TA Percentage:

RA Oper ID:

RA Percentage:

Payroll ID:

Tip: Two entries cannot be entered on the same Effective Date. therefore, you **cannot** change an appointment percentage **on the same day** an appointment is entered. You will need to wait until the next business day to make adjustment to appointments.

How to Check Waiver After Entry

Action:

1. Click the **Home** button  on the landing page for Campus Solutions.
2. Click the **Student Records** drop down and select the Student Finance link.
3. Select the **Student Information** card and you'll see "**View Customer Accounts**" as the default when that page opens.
4. Enter the student ID or last and first name in the name fields, then click **Search**.
5. Select the "**Account Details**" link for the term (Fall 2024) Tuition and Fee line.
6. Click the "**View All**" link to expand view

When entering waivers, no amount will show in student financial screens until the first tuition calculation of the semester is run. **Scheduled for July 20th, 2024**

No waiver amount will appear if the student is not yet registered for classes (or is an undergrad) for the term entered. To see if the student is registered for classes. Click Home button > Course and Class card > Class Enrollment (on the right) > Student Services Ctr (AdminVW) > Search and then check under the Academics tab. Scroll down to Term Summary, click on the Fall 2024 term. If you see a schedule, they are registered for classes.



Some Common Issues

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

Billing Career:	UGRD	
Institution:	CUBLD	CU Boulder
*Term:	<input type="text"/>	

Billing Career:	GRAD	
Institution:	CUBLD	CU Boulder



Some Common Issues

Time frame to enter waivers

Due to system limitations, term waivers will not calc correctly if the waiver is entered too soon. General rule of thumb is:

Fall terms – enter waivers after July 1st

Spring terms – enter waivers after December 1st

Summer terms – enter waivers after April 15th

If you need specific dates for a term, contact Anne Stetina in the Bursar's Office:
student.billing@colorado.edu

Note: Don't enter the waiver until a student is registered for **at least** one credit as Campus Solutions won't pick up the waiver if it was entered prior to enrollment. To see if the student is registered for classes. Click Home button > Course and Class card > Class Enrollment (on the right) > Student Services Ctr (AdminVW) > Search and then check under the Academics tab. Scroll down to Term Summary, click on the Fall 2024 term. If you see a schedule, they are registered for classes.



Some Common Issues

When adding or making changes to a waiver that has already been entered (even for a much older term), you should click the top-most “+” button. For example, if waivers have been entered for fall 2023 and spring 2024, you would click the “+” in the spring 2024 row to add a new row for a fall 2024 waiver entry that would then be created above the spring 2024 row. Then, enter the term you are adding or making changes to and make the necessary changes in the other fields.

Billing Career: GRAD		Find View All First 1 of 1 Last	
Institution: CUBLD CU Boulder			
*Term: 2241 Spring 2024		Effective Date 01/05/2024   	
TA Oper ID:	PETE000087	Use this one...	
TA Percentage	50.00		
RA Oper ID:			
RA Percentage			
Payroll ID:	123456		
*Term: 2237 Fall 2023		Effective Date 08/18/2023   	
TA Oper ID:		Not this one....	
TA Percentage			
RA Oper ID:	PETE000087		
RA Percentage	50.000		
Payroll ID:	123456		

Students with Two Grad Degree Plans

Some grad students will have two active grad plans, so it is important to enter the waiver on the correct waiver entry page for the tuition that you want to waive. If the student's two plans have different tuition rates, Campus Solutions will default to bill the higher rate. Enter the waiver on the waiver entry page that corresponds with the higher tuition rate even if the student qualifies for the waiver based on the degree plan that is charged the lower rate. In the case below, you would enter the waiver on the law career page.

If your grad student is in an MBA and traditional grad program, then you'll need to contact student.billing@colorado.edu to have the waiver manually applied.

		Find View All	First	1 of 2	Last
Billing Career:	<u>GRAD</u>	First degree plan			
Institution:	CUBLD	CU Boulder			

		Find View All	First	2 of 2	Last
Billing Career:	<u>LAW</u>	Second degree plan			
Institution:	CUBLD	CU Boulder			



Health Insurance Information Fall/Spring

RA/TA appointments of less than 20% are *not* entitled to an insurance benefit.

CU Boulder Gold SHIP (2024-2025) \$2420 per semester

The insurance benefit amount is \$2203. The student out of pocket expense is \$217 per semester

BuffCare Supplement \$270 per semester

No insurance benefit contribution.



Important Dates – Fall 2024

July 1st to August 19th

Waivers applied during these dates appear on the August 20th bill, the first bill of fall term. Note that some tuition and fee details are available to students in their Buff Portal as early as July 20th.

September 9th

Departments need to post waivers **by this date** to avoid late/finance charges and other complications for the student.

October 5th*

Due date for grad students with appointments to pay their portion of fees. Note, all other students (undergrad and grad students not on appointment will have a due date of September 5th). Students are responsible for paying their portion of the bill even if the funding or waiver is not posted by this due date. Late and finance charges will be assessed for late tuition and fee payment.

* Departments will need to fill out the Late & Finance Charge Adjustment Petition <https://www.colorado.edu/bursar/payments/paying-late> if late application of the waiver caused the student to receive penalty charges on the tuition/fee portion of the bill that was the department's responsibility.



Fall 2024 Payment Plan for all students including grad students on appointment. (must have a minimum balance of \$250)

Enrollment Period	Number of Payments	Payments Processed on the 5th
June 5–Aug. 4	5	Aug.–Dec.
June 5–Sept. 4	4	Sept.–Dec.
Sept. 9–Oct. 4	3	Oct.–Dec.
Oct. 9–Nov. 4	2	Nov. –Dec.



Grad students can find info on the Bursar's website under the payments tab: [Colorado.edu/bursar](https://colorado.edu/bursar)>Payments>Research/Teaching Assistants(RA/TA)

Bursar's Office
PART OF ENROLLMENT MANAGEMENT

[Home](#) [Billing](#) [Costs](#) **[Payments](#)** [Refunds](#) [Tax Info](#) [Resources](#) [New Students](#) [Faculty/Staff](#) [FYE 2023 Dates](#) [Buff Portal](#) [CUBill&Pay \(Authorized Payers\)](#)

[Home](#) > [Payments](#) > [Payment Options](#)

Payment Options

CU Boulder offers a variety of ways to pay your bill.

[Bank Account \(eCheck\)](#)

[Credit or Debit Card](#)

[College Savings Plan \(529\)](#)

[Payment Plans](#)

[3rd Party Sponsors](#)

[International Payments](#)

[By Mail & Drop Box](#)

[RA/TA Waivers](#)

Payment Options

- Bank Account (eCheck)
- Credit Card
- College Savings Plans (529)
- 3rd Party Sponsorships
- International Students
- Scholarships
- By Mail & Drop Box
- Payment Plans
- Research/Teaching Assistants (RA/TA)**
- Paying Late
- Returned Payments
- Payment Agreement

[Financial Aid](#) [Sending in Scholarships](#) [Scholarships & Your Bill](#)

Need help?

✉ Bursar-Network Email Distribution List

If you are a department staff member working with student financials, subscribe to the Bursar-Network email distribution list.

Examples of news items: Campus Solutions term date changes for student financials, changes in procedures, changes in processing RA/TA appointments, notification of published tuition and fees.

➔ **Subscribe**

Anne.Stetina@colorado.edu **RA/TA entry questions**

Late & Finance Charge Adjustment Petition

<https://www.colorado.edu/bursar/payments/paying-late>

LF Charge adjustment requests

<https://www.colorado.edu/bursar/payments/researchteaching-assistants-rata>

Students- Bursar's RA/TA page for financial obligation and benefits



Jason Swope – Office of the Provost and VCAA

Tuition and Fee Remission Eligibility Verification and Allocation Process

This portion of the training covers the tuition and fee remission verification and allocation process. It is intended for individuals responsible for graduate student eligibility and/or reconciling financial statements.



Encumbrance Process Summary

- Tuition is encumbered based on the CU-SIS Waiver Entry percentage and **Actual** payroll expenses posted to departmental speedtypes, not percent time in HCM. This happens at the end of each month (Fall: Sept – Nov, Spring: Jan – April, Summer: July).
- Any payroll expense attributed to one of the four qualifying jobs is included (except hourly, stipend, award, OTP, and honorarium payments) and used to pro-rate the tuition remission encumbrances across all FOPPS (SpeedTypes).
- **Students who have eligibility issues will *not* have tuition encumbered. Notifications to departments are sent monthly through the school/college budget officer and HRSC of ineligible students throughout the term.**



Allocation Process Summary

- The final allocation of actual tuition and fee remission expenses occurs after the final pay period of the semester:
12/31 – Fall, 5/31 – Spring, 8/31 – Summer
- At this time the encumbrances will be reversed (zeroed out).
- The actual expenses will post to the departmental speedtype(s).
 - Pay amounts from all qualifying jobs are used to confirm eligibility
 - Tuition remission amount is pro-rated across all payroll FOPPS
 - JE Dates for posting:
12/31 – Fall, 5/15 – Spring, 8/22 - Summer



Allocation Process Summary

- Starting with the Spring 2022 term, mandatory student fees will be included with tuition remission for appointments of 20% or greater.
- What are Mandatory Student Fees?
 - <https://www.colorado.edu/bursar/costs/mandatory-student-fees>
- Central campus is covering the cost for general funded appointments. Gift, Auxiliary, and Sponsored Project funded positions will cover the cost of fees.
- For more information, see the [Graduate School's Funding Administration](#) page.



Encumbrance and Actual Example

- **A&S Spring 2025 In-state Grad Student, 50% RA appointment, 9 credit hours registered (\$13,070.51 salary, \$6,696 net tuition, \$832.24 fees)**
- **Jan - Feb, 100% salary posted to 11012345**
- **Mar – May 15, 100% salary posted to 13067890**
- **Encumbrance changes each month; May amount is actual expense that will post to the two sample speedtypes**

	11012345	13067890	11012345	13067890
Jan	6,696.00	-	832	
Feb	6,696.00	-	832	
March	4,464.00	2,232.00	555	277
April	3,348.00	3,348.00	416	416
May	3,006.37	3,689.63	373.66	458.58

- **Fee Remission: Covered by campus if Fund 10, 11. Auxiliary (2x), Gift (34), or SP (12, 30, 31) fee remission prorated based on salary**



Which Account Codes Are Used?

Tuition and fee remission posts under five account codes

- **422413:** In-State tuition
 - **422414:** In-State portion of the Out-of-State tuition
 - **422415:** Out-of-State portion (differential) of the Out-of-State tuition (covered by the Provost)
 - **422431:** SPA Early Tuition Posting (more info in later slides)
 - **422426:** Fee remission
-



Where will I see tuition remission encumbrances on my financial statements?

Revenue and Expenditure Summary

EXPENDITURES

	ACCOUNT	CONTINUING BUDGET	TEMPORARY BUDGET	TOTAL BUDGET (A)	PERIOD 5 ACTUALS (B)	TO DATE ACTUALS (C)	BUDGET BAL BEFORE ENCUMBS (D=A-C)	ENCUMBS (E)	BUDGET BAL AFTER ENCUMBS (F=D-E)
EXPENDITURES									
SALARIES AND WAGES	402200 -- STDFAC FTP SAL GEN BDG	558,480.00	0.00	558,480.00	0.00	0.00	558,480.00	0.00	558,480.00
	402253 -- GPTI FTT PAY	0.00	0.00	0.00	10,966.24	39,096.92	(39,096.92)	243,019.13	(282,116.05)
	402255 -- RSCH ASST FTT PAY	0.00	0.00	0.00	1,186.02	4,228.40	(4,228.40)	25,989.30	(30,217.70)
	402256 -- TCH ASST FTT PAY	0.00	0.00	0.00	27,644.62	97,619.36	(97,619.36)	151,444.38	(249,063.74)
	402352 -- GRAD ASST PTT PAY	0.00	0.00	0.00	0.00	4,500.00	(4,500.00)	0.00	(4,500.00)
	402353 -- GPTI PTT PAY	0.00	0.00	0.00	45,209.63	161,181.76	(161,181.76)	52,566.43	(213,748.19)
	402355 -- RSCH ASST PTT PAY	0.00	0.00	0.00	5,930.10	23,392.00	(23,392.00)	12,994.66	(36,386.66)
	SALARIES AND WAGES	558,480.00	0.00	558,480.00	90,936.61	330,018.44	228,461.56	486,013.90	(257,552.34)
BEN	422410 -- STD FAC TTN GEN BDG	334,327.00	0.00	334,327.00	0.00	0.00	334,327.00	0.00	334,327.00
	422413 -- ALLSTD FAC RSTTNRMS NHRMS	0.00	0.00	0.00	(6,561.00)	5,025.44	(5,025.44)	172,960.00	(177,985.44)
	422414 -- ALLSTD FAC NRSTTNRSP NHRMS	0.00	0.00	0.00	0.00	0.00	0.00	39,366.00	(39,366.00)
	BEN	334,327.00	0.00	334,327.00	(6,561.00)	5,025.44	329,301.56	212,326.00	116,975.56
	SAL, WAGES, AND BEN	892,807.00	0.00	892,807.00	84,375.61	335,043.88	557,763.12	698,339.90	(140,576.78)
OPERATING EXPENSES	460000 -- OPERATING EXPENSE GEN BUDGET	0.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00	3,100.00
	OPERATING EXPENSES	0.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00	3,100.00
	TOTAL	892,807.00	3,100.00	895,907.00	84,375.61	335,043.88	560,863.12	698,339.90	(137,476.78)



Where will I see tuition remission expense on my financial statements?

Revenue and Expenditure Summary

EXPENDITURES

	ACCOUNT	CONTINUING BUDGET	TEMPORARY BUDGET	TOTAL BUDGET (A)	PERIOD 6 ACTUALS (B)	TO DATE ACTUALS (C)	BUDGET BAL BEFORE ENCUMBS (D=A-C)	ENCUMBS (E)	BUDGET BAL AFTER ENCUMBS (F=D-E)
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EXPENDITURES

SALARIES AND WAGES	402200 -- STDFAC FTP SAL GEN BDG	558,480.00	0.00	558,480.00	0.00	0.00	558,480.00	0.00	558,480.00
	402253 -- GPTI FTT PAY	0.00	0.00	0.00	10,966.24	50,063.16	(50,063.16)	196,438.72	(246,501.88)
	402255 -- RSCH ASST FTT PAY	0.00	0.00	0.00	1,186.02	5,414.42	(5,414.42)	21,245.22	(26,659.64)
	402256 -- TCH ASST FTT PAY	0.00	0.00	0.00	29,181.22	126,800.58	(126,800.58)	111,537.44	(238,338.02)
	402352 -- GRAD ASST PTT PAY	0.00	0.00	0.00	0.00	4,500.00	(4,500.00)	0.00	(4,500.00)
	402353 -- GPTI PTT PAY	0.00	0.00	0.00	45,209.63	206,391.39	(206,391.39)	42,970.97	(249,362.36)
	402355 -- RSCH ASST PTT PAY	0.00	0.00	0.00	5,930.10	29,322.10	(29,322.10)	10,622.62	(39,944.72)
SALARIES AND WAGES		558,480.00	0.00	558,480.00	92,473.21	422,491.65	135,988.35	382,814.97	(246,826.62)
BEN	422410 -- STD FAC TTN GEN BDG	334,327.00	0.00	334,327.00	0.00	0.00	334,327.00	0.00	334,327.00
	422413 -- ALLSTD FAC RSTTNRMS NHRMS	0.00	0.00	0.00	172,960.00	177,985.44	(177,985.44)	0.00	(177,985.44)
	422414 -- ALLSTD FAC NRSTTNRSP NHRMS	0.00	0.00	0.00	39,366.00	39,366.00	(39,366.00)	0.00	(39,366.00)
BEN		334,327.00	0.00	334,327.00	212,326.00	217,351.44	116,975.56	0.00	116,975.56
SAL, WAGES, AND BEN		892,807.00	0.00	892,807.00	304,799.21	639,843.09	252,963.91	382,814.97	(129,851.06)
OPERATING EXPENSES	460000 -- OPERATING EXPENSE GEN BUDGET	0.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00	3,100.00
OPERATING EXPENSES		0.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00	3,100.00
TOTAL		892,807.00	3,100.00	895,907.00	304,799.21	639,843.09	256,063.91	382,814.97	(126,751.06)



How can I ensure my student is eligible for tuition remission?

Common graduate student issues for tuition remission:

- Students without an eligible active position in HCM. (Not in 1502, 1503, 1505, or 1506 Job)
- Students without an EID in CU-SIS waiver entry screen.
- Students who terminate their employment prior to meeting the 12-week minimum work requirement. (Clock starts on 1st day of classes for Fall semester, 1/1/XXXX for Spring Semester) **(ineligible)**
- Domestic non-resident students who have not obtained in-state classification by the designated deadline. **(ineligible)**
- Students who are not paid at the rates designated by the Graduate School, will be eligible but for less credits waived.
- Withdrawal from a course after the census date will result in loss of tuition coverage for that course. **(reduction of waiver to cover only enrolled classes)**



Graduate Part-time Instructors (GPTI) (contract pay) 2024-2025

Appt Hours Per Week	% of Time	FTE	Fall Salary 8/15/XX-12/31/XX	Spring Salary 1/1/XX-5/15/XX	Tuition Credit
20	50.00%	0.50	\$15,106.66	\$15,106.66	9 - 18
18	45.00%	0.45	\$13,595.99	\$13,595.99	9 - 18
16	40.00%	0.40	\$12,085.33	\$12,085.33	8
14	35.00%	0.35	\$10,574.66	\$10,574.66	7
12	30.00%	0.30	\$9,064.00	\$9,064.00	6
10	25.00%	0.25	\$7,553.33	\$7,553.33	5
8	20.00%	0.20	\$6,042.66	\$6,042.66	4
6	15.00%	0.15	\$4,532.00	\$4,532.00	3



GA/RA/TA positions (contract pay) 2024-2025

Appt Hours Per Week	% of Time	FTE	Fall Salary 8/15/XX-12/31/XX	Spring Salary 1/1/XX-5/15/XX	Tuition Credit
20	50.00%	0.50	\$13,070.51	\$13,070.51	9 - 18
18	45.00%	0.45	\$11,763.46	\$11,763.46	9 - 18
16	40.00%	0.40	\$10,456.40	\$10,456.40	8
14	35.00%	0.35	\$9,149.35	\$9,149.35	7
12	30.00%	0.30	\$7,842.30	\$7,842.30	6
10	25.00%	0.25	\$6,535.25	\$6,535.25	5
8	20.00%	0.20	\$5,228.20	\$5,228.20	4
6	15.00%	0.15	\$3,921.15	\$3,921.15	3



What happens to ineligible students?

VCAA Office reviews eligibility monthly. If there is a discrepancy or issue, we will email the employee responsible for the waiver entry as well as the School/College Budget Officer of a student's ineligibility. If the waiver was in error, please remove immediately.

Students who fail to meet the minimum tuition remission eligibility requirements by the end of the semester will have waivers removed from their tuition bill.

The student will then be personally responsible for the tuition expense.



Please use the Graduate School's templates & guidelines!

Graduate School Funding Administration website:

<https://www.colorado.edu/graduateschool/funding/funding-administration>

Contains salary spreadsheets, the Graduate Student Appointment Manual and Offer Letter templates and a copy of this presentation.



Retroactive Tuition Remission

- Occasionally departments will add credit hours to a student's schedule after the semester has ended (COR).
- Please be aware of the following stipulations:
 - Tuition remission is not automatic for retroactive credit additions.
 - Retroactive tuition waivers require departmental approval because these will incur additional costs to the unit.
 - The Provost Office will allocate the resident portion of tuition and fee expense (if applicable) to the FOPPS (SpeedType) that paid student's salary during the semester, unless that speedtype is inactivated.



Tuition Remission Process Exceptions

- **Graduate Tuition Remission Exception Form:**
<https://www.colorado.edu/scholarships/forms/administrator-forms>
 - For Sponsored Projects only
 - For posting tuition amount on a project for a student who would ordinarily be ineligible (e.g., worked on project for less than 12 weeks, % appointment was below the 15% minimum)
- **Sponsored Project Early Tuition Posting (ETP) Form:**
<https://www.colorado.edu/graduateschool/faculty-staff/funding-administration>
 - To post a portion of eligible tuition and fee remission to a sponsored project that has a **final financial deliverable** due before the standard end of semester tuition allocation
 - Remaining tuition and fees stay in tuition remission process and post at the end of the semester



Tuition Remission Expense Inquiries:

- All tuition remission expense allocation inquiries should be directed to: Jason.Swope@colorado.edu or 303-492-0107 (currently on campus twice a week, Tuesday and Friday)

Please include:

- Student name
- Student employee ID and student ID
- The term
- The nature of your inquiry

Useful Links

- **Graduate Student Manual:**
<https://www.colorado.edu/graduateschool/content/graduate-student-appointment-manual>
- **Graduate School Funding Administration:**
<https://www.colorado.edu/graduateschool/funding/funding-administration>
- **Tuition & Fee Rate Sheets:**
<https://www.colorado.edu/bursar/costs/tuition-fee-rate-sheets>
- **Late Fee Charge adjustment requests:**
<https://www.colorado.edu/bursar/payments/paying-late>
- **CU-SIS Access:** <https://www.cu.edu/uis/campus-solutions-cs-access>
- **TA/RA/GPTI Waiver Entry:** <https://www.colorado.edu/bursar-campus-resources/tuition-remission>
- **Students- Bursar's RA/TA page for financial obligation and benefits:**
<https://www.colorado.edu/bursar/payments/researchteaching-assistants-rata>
- **HCM User ID Lookup Query - CUES_HCM_OPRID_LOOKUP**

