Training for the Graduate School Tuition Remission Program

Spring 2024
## Presenters

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Email Address</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patty Stanfield</td>
<td>Graduate School</td>
<td><a href="mailto:Patricia.stanfield@colorado.edu">Patricia.stanfield@colorado.edu</a>&lt;br&gt;<a href="mailto:Graduate.fundadmin@Colorado.edu">Graduate.fundadmin@Colorado.edu</a></td>
<td>Graduate student eligibility and appointments</td>
</tr>
<tr>
<td>Anne Stetina</td>
<td>Bursar's Office</td>
<td><a href="mailto:Anne.Stetina@colorado.edu">Anne.Stetina@colorado.edu</a></td>
<td>Entering waivers in CU-SIS/ student billing questions</td>
</tr>
<tr>
<td>Jason Swope</td>
<td>Office of the VCAA and Provost</td>
<td><a href="mailto:Jason.Swope@colorado.edu">Jason.Swope@colorado.edu</a></td>
<td>Departmental allocations of tuition and fee charges</td>
</tr>
</tbody>
</table>
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.
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 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 Credit Hours

<table>
<thead>
<tr>
<th>Appointment Percentage</th>
<th>Eligible Tuition Remission</th>
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</thead>
<tbody>
<tr>
<td>15%</td>
<td>1-3 credit hours</td>
</tr>
<tr>
<td>20%</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>25%</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>30%</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>35%</td>
<td>7 credit hours</td>
</tr>
<tr>
<td>40%</td>
<td>8 credit hours</td>
</tr>
<tr>
<td>45%-50%</td>
<td>9+ credit hours</td>
</tr>
</tbody>
</table>
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](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
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 Spring 2024. Alternative, you can enter "2241" 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 (e.g., BBBB0000006) 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.
Entering the new term

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.

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 waavier entry screen, and if another department has already entered a waiver for Spring 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 Spring 2024 and you need to add a Spring 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.
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.

<table>
<thead>
<tr>
<th>Billing Career:</th>
<th>GRAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>CUBLD CU Boulder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term:</th>
<th>Spring 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>2241</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>12/01/2023</td>
</tr>
</tbody>
</table>

- **Make sure the term code is the same.**
- **!! 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.

<table>
<thead>
<tr>
<th>Term:</th>
<th>Spring 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>2241</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>11/28/2023</td>
</tr>
</tbody>
</table>

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

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

!! 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.

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.

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

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

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 (Spring 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 January 1st 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 Spring 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.
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 1\textsuperscript{st}
Spring terms – enter waivers after December 1\textsuperscript{st}
Summer terms – enter waivers after April 15\textsuperscript{th}

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 \textit{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 Spring 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 spring 2023 and fall 2023, you would click the “+” in the fall 2023 row to add a new row for a spring 2024 waiver entry that would then be created above the fall 2023 row. Then, enter the term you are adding or making changes to and make the necessary changes in the other fields.
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.
Health Insurance Information Fall/Spring

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

**CU Boulder Gold SHIP (2023-2024) $2311 per semester**

The insurance benefit amount is $2104. The student out of pocket expense is $207 per semester

**BuffCare Supplement $250 per semester**

No insurance benefit contribution.
Important Dates – Spring 2024

December 1st to January 9th

Waivers applied during these dates appear on the January 11th bill, the first bill of spring term. Note that some tuition and fee details are available to students in their Buff Portal as early as January 1st.

February 4th

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

February 5th*

Due date for grad students **with or without appointments** to pay their portion of fees. Note: in spring term, there is not a delayed due date for grad students on appointment like there is in fall term. 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](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.
Spring 2024 Payment Plan for all students including grad students on appointment. (must have a minimum balance of $250)

<table>
<thead>
<tr>
<th>Payment Plan</th>
<th>Deadline to Sign Up</th>
<th>Automatic Payment Processing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Payment Plan</td>
<td>Jan. 4</td>
<td>Jan. 5</td>
</tr>
<tr>
<td>(lowest payments)</td>
<td></td>
<td>Feb. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mar. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apr. 5</td>
</tr>
<tr>
<td>3-Payment Plan</td>
<td>Feb. 4</td>
<td>Feb. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mar. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apr. 5</td>
</tr>
<tr>
<td>2-Payment Plan</td>
<td>March 4</td>
<td>Mar. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apr. 5</td>
</tr>
</tbody>
</table>
Grad students can find info on the Bursar’s website under the payments tab: Colorado.edu/bursar>Payments>Research/Teaching Assistants (RA/TA)
Need help?

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

https://www.colorado.edu/bursar/payments/paying-late
LF Charge adjustment requests

https://www.colorado.edu/bursar/payments/research-teaching-assistants-rata
Students- Bursar's RA/TA page for financial obligation and benefits
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.
Allocation Process Summary

• The final allocation of actual tuition and fee remission expenses occurs after the final pay period of the semester.
  – Tuition expenses are held in clearing FOPPs until student eligibility can be confirmed.
  – Same for Mandatory Student Fees
  – Student eligibility is evaluated after each monthly payroll period.
  – Tuition expenses are encumbered monthly (except for June in summer term).

• Salary from all qualifying jobs are used to confirm eligibility.

• Tuition and fee remission amount is pro-rated across all eligible payroll FOPPS.

• Mandatory Student Fees will be covered by campus for general funded positions and Sponsored Projects. Gift, Auxiliary, and Sponsored Project funded positions will be charged Fee Remission.
Allocation Process Summary

- Tuition is encumbered based on the CU-SIS Waiver Entry 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 are ineligible will not have tuition encumbered.** Notifications to departments are sent monthly through the 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, 8/20 - 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](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.
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

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>ACCOUNT</th>
<th>CONTINUING BUDGET</th>
<th>TEMPORARY BUDGET</th>
<th>TOTAL BUDGET (A)</th>
<th>PERIOD 5 ACTUALS (B)</th>
<th>TO DATE ACTUALS (C)</th>
<th>BUDGET BAL BEFORE ENCUMBS (D=A-C)</th>
<th>ENCUMBS (E)</th>
<th>BUDGET BAL AFTER ENCUMBS (F=D-E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES AND WAGES</td>
<td>402200 -- STDFAC FTP SAL GEN BG D</td>
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<td>0.00</td>
<td>558,480.00</td>
<td>0.00</td>
<td>0.00</td>
<td>558,480.00</td>
<td>0.00</td>
<td>558,480.00</td>
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<tr>
<td></td>
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<td>0.00</td>
<td>0.00</td>
<td>19,866.24</td>
<td>39,096.92</td>
<td>(39,096.92)</td>
<td>245,019.13</td>
<td>(282,116.05)</td>
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<tr>
<td></td>
<td>402255 -- R SCH ASST FTP PAY</td>
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<td></td>
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<td>0.00</td>
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<td></td>
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<td>(161,181.76)</td>
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<tr>
<td></td>
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<td>23,392.00</td>
<td>(23,392.00)</td>
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<td>(25,386.56)</td>
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<tr>
<td>SALARIES AND WAGES</td>
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<td>558,480.00</td>
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<td>486,013.90</td>
<td>(257,552.14)</td>
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<tr>
<td>BEN</td>
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<td>0.00</td>
<td>334,327.00</td>
<td>0.00</td>
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<td>334,327.00</td>
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<tr>
<td></td>
<td>422413 -- ALL STD FAC RSTTNRMS NRHMS</td>
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<td>0.00</td>
<td>0.00</td>
<td>(5,561.00)</td>
<td>5,025.44</td>
<td>(5,025.44)</td>
<td>172,860.88</td>
<td>(172,860.88)</td>
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<td></td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25,366.00</td>
<td>(25,366.00)</td>
</tr>
<tr>
<td>BEN</td>
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<td>334,327.00</td>
<td>(5,561.00)</td>
<td>5,025.44</td>
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<td>212,236.00</td>
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<td>892,807.00</td>
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<td>557,763.12</td>
<td>698,339.90</td>
<td>(140,576.78)</td>
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<tr>
<td>OPERATING EXPENSES</td>
<td>460000 -- OPERATING EXPENSE GEN BUDGET</td>
<td>0.00</td>
<td>3,100.00</td>
<td>3,100.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>3,100.00</td>
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<td>0.00</td>
<td>3,100.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>892,807.00</td>
<td>3,100.00</td>
<td>895,907.00</td>
<td>84,375.61</td>
<td>335,043.88</td>
<td>560,663.12</td>
<td>698,339.90</td>
<td>(137,476.78)</td>
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Where will I see tuition remission expense on my financial statements?

### Revenue and Expenditure Summary

<table>
<thead>
<tr>
<th>Account</th>
<th>Continuing Budget</th>
<th>Temporary Budget</th>
<th>Total Budget (A)</th>
<th>Period &amp; Actuals (B)</th>
<th>To Date Actuals (C)</th>
<th>Budget Bal Before Encumbrances (D=D-C)</th>
<th>Encumbrances (E)</th>
<th>Budget Bal After Encumbrances (F=D-E)</th>
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<tbody>
<tr>
<td>SALARIES AND WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>402200 -- STD FAC FTT SAL GEN BDG</td>
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<td>556,480.00</td>
<td>0.00</td>
<td>0.00</td>
<td>556,480.00</td>
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<td>402255 -- RSCH ASST FTT PAY</td>
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<td><strong>558,480.00</strong></td>
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<td><strong>422,491.65</strong></td>
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<tr>
<td>BEN</td>
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<td>334,327.00</td>
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<td><strong>BEN</strong></td>
<td><strong>334,327.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>334,327.00</strong></td>
<td><strong>0.00</strong></td>
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<td><strong>217,351.44</strong></td>
<td><strong>116,975.56</strong></td>
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<tr>
<td>SAL, WAGES, AND BEN</td>
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<td>0.00</td>
<td>892,807.00</td>
<td>0.00</td>
<td>304,799.21</td>
<td>639,843.09</td>
<td>252,963.91</td>
<td><strong>382,814.97</strong></td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>460000 -- OPERATING EXPENSE GEN BUDGET</td>
<td>0.00</td>
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<td>3,100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,100.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,100.00</strong></td>
<td><strong>3,100.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,100.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,100.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>892,807.00</strong></td>
<td><strong>3,100.00</strong></td>
<td><strong>895,907.00</strong></td>
<td><strong>304,799.21</strong></td>
<td><strong>639,843.09</strong></td>
<td><strong>256,063.91</strong></td>
<td><strong>382,814.97</strong></td>
<td><strong>(126,751.06)</strong></td>
</tr>
</tbody>
</table>
Encumbrance and Actual Example

• A&S Spring 2024 In-state Grad Student, 50% TA appointment, 9 credit hours registered ($12,567.79 salary, $6,507 net tuition, $806.29 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

<table>
<thead>
<tr>
<th></th>
<th>11012345</th>
<th>13067890</th>
<th>11012345</th>
<th>13067890</th>
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<td>Jan</td>
<td>6,507.00</td>
<td>-</td>
<td>806</td>
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</tr>
<tr>
<td>Feb</td>
<td>6,507.00</td>
<td>-</td>
<td>806</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>4,338.00</td>
<td>2,169.00</td>
<td>537</td>
<td>269</td>
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<tr>
<td>April</td>
<td>3,254.00</td>
<td>3,254.00</td>
<td>403</td>
<td>403</td>
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<tr>
<td>May</td>
<td>2,921.51</td>
<td>3,585.49</td>
<td>362.01</td>
<td>444.28</td>
</tr>
</tbody>
</table>

• Fee Remission: Covered by campus if Fund 10, 11. Auxiliary (2x), Gift (34), or SP (12, 30, 31) fee remission prorated based on salary
How can I ensure my student is eligible for tuition remission?

Students will be deemed ineligible for tuition remission for any of the following reasons:

- Students without an eligible active position in HCM.
- 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)
- Domestic non-resident students who have not obtained in-state classification by the designated deadline.
- 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 without expunging the course will result in loss of tuition coverage for that course.
<table>
<thead>
<tr>
<th>Appt Hours</th>
<th>% of Time</th>
<th>FTE</th>
<th>Fall Salary</th>
<th>Spring Salary</th>
<th>Tuition Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>50.00%</td>
<td>0.50</td>
<td>$14,525.63</td>
<td>$14,525.63</td>
<td>9 - 18</td>
</tr>
<tr>
<td>18</td>
<td>45.00%</td>
<td>0.45</td>
<td>$13,073.07</td>
<td>$13,073.07</td>
<td>9 - 18</td>
</tr>
<tr>
<td>16</td>
<td>40.00%</td>
<td>0.40</td>
<td>$11,620.51</td>
<td>$11,620.51</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>35.00%</td>
<td>0.35</td>
<td>$10,167.94</td>
<td>$10,167.94</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>30.00%</td>
<td>0.30</td>
<td>$8,715.38</td>
<td>$8,715.38</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>25.00%</td>
<td>0.25</td>
<td>$7,262.82</td>
<td>$7,262.82</td>
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</tr>
<tr>
<td>8</td>
<td>20.00%</td>
<td>0.20</td>
<td>$5,810.25</td>
<td>$5,810.25</td>
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<td>6</td>
<td>15.00%</td>
<td>0.15</td>
<td>$4,357.69</td>
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</table>
## GA/RA/TA positions (contract pay) 2023-2024

<table>
<thead>
<tr>
<th>Appt Hours</th>
<th>% of Time</th>
<th>FTE</th>
<th>Fall Salary</th>
<th>Spring Salary</th>
<th>Tuition Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Week</td>
<td></td>
<td></td>
<td>8/15/XX-12/31/XX</td>
<td>1/1/XX-5/15/XX</td>
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<tr>
<td>20</td>
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<td>0.50</td>
<td>$12,567.79</td>
<td>$12,567.79</td>
<td>9 - 18</td>
</tr>
<tr>
<td>18</td>
<td>45.00%</td>
<td>0.45</td>
<td>$11,311.01</td>
<td>$11,311.01</td>
<td>9 - 18</td>
</tr>
<tr>
<td>16</td>
<td>40.00%</td>
<td>0.40</td>
<td>$10,054.24</td>
<td>$10,054.24</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>35.00%</td>
<td>0.35</td>
<td>$8,797.46</td>
<td>$8,797.46</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>30.00%</td>
<td>0.30</td>
<td>$7,540.68</td>
<td>$7,540.68</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>25.00%</td>
<td>0.25</td>
<td>$6,283.90</td>
<td>$6,283.90</td>
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<tr>
<td>8</td>
<td>20.00%</td>
<td>0.20</td>
<td>$5,027.12</td>
<td>$5,027.12</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>15.00%</td>
<td>0.15</td>
<td>$3,770.34</td>
<td>$3,770.34</td>
<td>3</td>
</tr>
</tbody>
</table>
What happens to ineligible students?

VCAA reviews eligibility monthly. If there is a discrepancy, we will email the employee responsible for the waiver entry as well as the School/College Finance Director 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
Questions?