Training for the Graduate School
Tuition Remission Program
Fall 2020
# Presenters

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Email Address</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patty A. K. Stanfield</td>
<td>Graduate School</td>
<td><a href="mailto:Patricia.Stanfield@colorado.edu">Patricia.Stanfield@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 charges</td>
</tr>
</tbody>
</table>
Patty A. K. 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
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 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.
## Tuition Credit Hours

<table>
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<tr>
<th>Appointment Percentage</th>
<th>Eligible Tuition Remission</th>
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<tr>
<td>15%</td>
<td>1-3 credit hours</td>
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<tr>
<td>20%</td>
<td>4 credit hours</td>
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<tr>
<td>25%</td>
<td>5 credit hours</td>
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<tr>
<td>30%</td>
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<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>
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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 that 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, 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 for entry:
colorado.edu/bursar-campus-resources/

**Tuition Remission**


**Getting Started with RA/TA Waivers**


- Viewing a Student's RA/TA Waiver
- Entering an RA/TA Waiver
- Multiple Departments Entering RA/TA Waivers
- Deleting an RA/TA Waiver
CU Research and Teaching Assistant Waivers
Quick Entry- All the steps

1. Click the **Student Financials** link. (After you have logged into cu-sis)
2. Click on Main Menu, then Click the **CU Student financials Customs** link.
3. Click the **CU Waiver Entry** link.
4. Enter the Student ID Number into the **ID** field. e.g. "123456789" or- Enter students’ first and last name in the designated fields.
5. Click the **Search** button.
6. Navigate to the correct term by expanding the magnifying glass. **fall 2020 is 2207**
7. If no data is entered enter "2207".
8. If the information is already populated for a prior term, follow directions for adding a new row.
   - Enter the percentage of appointment into the applicable **TA%** and/or **the RA%**: field. For this example enter a valid value e.g. "25" in the **RA%** field. (Percentage is a whole number) GA and GPTI should be entered in the TA field.
     - Enter your Operator ID (ex. ABCD000015) into the appropriate TA and/or RA field. If you don’t know your Operator ID, refer to your e-mail received from bursar access.
     - Enter the student payroll ID. Can be 999999 for new students, but remember to go back in with actual payroll ID as soon as you can.
   - Click the **Save** button.
   - If your student already has the RA field populated and the student is also an RA for you, click the “+” sign to add a new row and simply add your percentage to the percentage that is already there. Example: 15% would now be added to 25%, **enter 40**. If you are adding a TA waiver populate the TA percentage field.
   - Enter your RA Oper ID in the new row, overwriting the previous RA Oper ID. Both Oper ID’s will be stored in history. If entering a TA appt. Enter you Operator ID in the TA Oper ID. **CLICK Save Button**.
   - **End of Procedure.**
Deleting or Changing Appointment

To **Delete** an 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 fields Percentages and Payroll id. (Delete by hitting the space bar)
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 is 20%, change the number in the RA percentage field to “30”, enter your RA Operator ID number.
7. Click **Save**
How to Check Waiver After Entry

Action:
1. Click the **Student Financials** link in Main Menu.
2. Click the **View Customer Accounts** link.
3. Enter **CUBLD** in the **Business Unit Field**
4. Enter the student id or last and first name, in the **ID** field, then Click Select.
5. Select the “**Account Details**” link for the term (Fall) Tuition and Fee line.
6. Click the “**View All**” link to expand view

When entering waivers no amount will show in student financials until the first tuition calculation of the semester is run. **Scheduled for weekend of July 18, 2020**

No waiver amount will appear if the student is not yet registered for classes (or is an undergrad) for the term entered. Can check under the Academics tab in the Student Services Admin View, scroll down to Term Summary, click on 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 limitations in Campus Solutions, 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.
Some Common Issues

When making changes to a waiver that has already been entered, you should click the top-most “+” button. For example, if waivers have been entered for fall 2019 and spring 2020, you would click the “+” to add a row above the spring 2020 box. Then, enter the term you are making a change to and make the necessary change.

Use this one…

Not this one…
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 student 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.

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 (2020-2021) $1948 per semester
The insurance benefit amount is $1,773. The student out of pocket expense is $175 per semester

BuffCare Supplement $225 per semester
No insurance benefit contribution.
Important Dates – Fall 2020

July 1st to August 11th

Waivers applied during these dates appear on the first fall bill August 13th. Note that tuition and fee details are available to students as early as July 20th.

October 4th

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

October 5th

Due date for students with appointments to pay their portion of fees. Students are responsible for paying their portion of the bill even if the funding or waiver is not posted by the due date. Late and finance charges are assessed for late tuition and fee payment.
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
Research/Teaching Assistants (RA/TA)

Some graduate students may be eligible for the tuition remission benefit in the form of a research assistantship (RA) or teaching assistantship (TA) waiver for credit classes only. The type (RA or TA) and amount of the waiver is based on your contract and which waiver your department applies to your bill. If you are a graduate assistant (GA) or graduate part-time instructor (GPTI), please check your eligibility with your department.

RA and TA tuition remission pays toward your tuition only. You are still responsible for paying mandatory fees each semester. You have the option to enroll in a payment plan to pay fees over the course of the semester.
This portion of the training covers the tuition remission verification and allocation process. It is intended for individuals responsible for graduate student eligibility and/or reconciling financial statements.
Allocation Process

Two Steps:

1. Encumbrance: Tuition remission is encumbered on the departmental speed-type(s) throughout the semester.

2. Expensed: At the end of the semester, the encumbrances will be reversed, and the actual expense will post to the departmental speed-type. This process happens three times per year:
   - May 31 for Spring Semester,
   - August 31 for Summer Sessions,
   - December 31 for Fall Semester.
Allocation Process: Encumbrances

- Tuition is encumbered based on the CU-SIS Waiver Entry on department speedtypes at the end of each month.

- Monthly payroll is pulled in and used to pro-rate the tuition remission encumbrances across all FOPPS (Speedtypes).

- **Students who are ineligible will not have tuition encumbered. Jason will notify departments and the HRSC of ineligible students throughout the term.**
Which Account Codes Are Used?

Tuition Remission Posts Under Three 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)*
Where will I see tuition remission encumbrances on my financial statements?

<table>
<thead>
<tr>
<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 ENCUMBR (D=A-C)</th>
<th>ENCUMBS (E)</th>
<th>BUDGET BAL AFTER ENCUMBR (F=D-E)</th>
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<td>560,863.12</td>
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<td>(127,476.78)</td>
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</table>
Allocation Process: Actuals

• The final allocation of actual tuition remission expenses occurs after the final pay period of the semester: 5/31 – Spring, 8/31 – Summer, 12/31 - Fall
• At the end of the term the encumbrances will be reversed (zeroed out).
• The actual expenses will post to the departmental speed-type(s).
  • Pay amounts from all qualifying jobs are used to confirm eligibility
  • Tuition remission amount is pro-rated across all payroll FOPPS
  • Note posting dates for Sponsored Projects
Where will I see tuition remission expense on my financial statements?

<table>
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<tr>
<th>ACCOUNT</th>
<th>CONTINUING BUDGET</th>
<th>TEMPORARY BUDGET</th>
<th>TOTAL BUDGET (A)</th>
<th>PERIOD &amp; ACTUALS (B)</th>
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<tr>
<td>SAL, WAGES, AND BEN</td>
<td>892,807.00</td>
<td>0.00</td>
<td>892,807.00</td>
<td>304,799.21</td>
<td>639,843.09</td>
<td>252,963.91</td>
<td>382,814.97</td>
<td>(129,851.06)</td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>0.00</td>
<td>3,100.00</td>
<td>3,100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,100.00</td>
<td>0.00</td>
<td>3,100.00</td>
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<tr>
<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>
<td>3,100.00</td>
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</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>0.00</td>
<td>3,100.00</td>
<td>3,100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,100.00</td>
<td>0.00</td>
<td>3,100.00</td>
</tr>
</tbody>
</table>

TOTAL 892,807.00 3,100.00 895,907.00 304,799.21 639,843.09 252,963.91 382,814.97 (126,751.06)
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.
## Graduate Part-time Instructors (contract pay) 2020-2021

<table>
<thead>
<tr>
<th>Appt Hours Per Week</th>
<th>% of Time</th>
<th>FTE</th>
<th>Fall Salary</th>
<th>Spring Salary</th>
<th>AY Salary</th>
<th>Tuition Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>50.00%</td>
<td>0.50</td>
<td>$13,165.19</td>
<td>$13,165.19</td>
<td>$26,330.38</td>
<td>9 - 18</td>
</tr>
<tr>
<td>18</td>
<td>45.00%</td>
<td>0.45</td>
<td>$11,848.68</td>
<td>$11,848.68</td>
<td>$23,697.36</td>
<td>9 - 18</td>
</tr>
<tr>
<td>16</td>
<td>40.00%</td>
<td>0.40</td>
<td>$10,532.16</td>
<td>$10,532.16</td>
<td>$21,064.32</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>35.00%</td>
<td>0.35</td>
<td>$9,215.64</td>
<td>$9,215.64</td>
<td>$18,431.28</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>30.00%</td>
<td>0.30</td>
<td>$7,899.12</td>
<td>$7,899.12</td>
<td>$15,798.24</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>25.00%</td>
<td>0.25</td>
<td>$6,582.60</td>
<td>$6,582.60</td>
<td>$13,165.20</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>20.00%</td>
<td>0.20</td>
<td>$5,266.08</td>
<td>$5,266.08</td>
<td>$10,532.16</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>15.00%</td>
<td>0.15</td>
<td>$3,949.56</td>
<td>$3,949.56</td>
<td>$7,899.12</td>
<td>3</td>
</tr>
</tbody>
</table>
### GA/RA/TA positions (contract pay)
#### 2020-2021

<table>
<thead>
<tr>
<th>Appt Hours Per Week</th>
<th>% of Time</th>
<th>FTE</th>
<th>Fall Salary</th>
<th>Spring Salary</th>
<th>AY Salary</th>
<th>Tuition Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>50.00%</td>
<td>0.50</td>
<td>$11,390.72</td>
<td>$11,390.72</td>
<td>$22,781.44</td>
<td>9 - 18</td>
</tr>
<tr>
<td>18</td>
<td>45.00%</td>
<td>0.45</td>
<td>$10,251.65</td>
<td>$10,251.65</td>
<td>$20,503.30</td>
<td>9 - 18</td>
</tr>
<tr>
<td>16</td>
<td>40.00%</td>
<td>0.40</td>
<td>$9,112.58</td>
<td>$9,112.58</td>
<td>$18,225.16</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>35.00%</td>
<td>0.35</td>
<td>$7,973.51</td>
<td>$7,973.51</td>
<td>$15,947.02</td>
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<tr>
<td>12</td>
<td>30.00%</td>
<td>0.30</td>
<td>$6,834.43</td>
<td>$6,834.43</td>
<td>$13,668.88</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>25.00%</td>
<td>0.25</td>
<td>$5,695.36</td>
<td>$5,695.36</td>
<td>$11,390.72</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>20.00%</td>
<td>0.20</td>
<td>$4,556.29</td>
<td>$4,556.29</td>
<td>$9,112.58</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>15.00%</td>
<td>0.15</td>
<td>$3,417.22</td>
<td>$3,417.22</td>
<td>$6,834.44</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 Unit 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 expense to the FOPPS (speedtypes) that paid student’s salary during the semester, unless that speedtype is inactivated.
Tuition Remission Expense Inquiries:

• All tuition remission expense allocation inquiries should be directed to:
  Jason.Swope@colorado.edu or 303-492-0107

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/sites/default/files/attached-files/2020-2021_appointment_manual_0.pdf
• 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
• 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
• HCM User ID Lookup Query - CUES_HCM_OPRID_LOOKUP
Questions?