Policy for Remission of Graduate Student Tuition and Fees

Benefit Eligibility & Implementation
September 2014
CONTACTS

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Tuition and Fee Remission

Graduate student tuition and fee remissions represent a significant contribution of the university to the education of graduate students. These remissions are governed by a complex set of rules that arise from accounting principles, human resources policies, collective bargaining agreements, and other university policies.

In This Section

Eligibility & Remission Benefit
The amount of tuition and fee remission that students may be eligible for depends on the type and percentage of appointment that is held during the current quarter.

Accountability on Contracts & Grants
Applications for contracts and grants are required to include a separate direct cost budget item for “Fees, Tuition, and Nonresident Supplemental Tuition Remission.”

Diverting NRST Remission
When the fund source does not allow for payment of Nonresident Supplemental Tuition (NRST) for an eligible GSR appointment, it is the responsibility of the hiring department to initiate a diversion of the remission to an allowable fund source.

Remission Policy & Definitions
The official policy and definitions regarding remission can be found here.

Frequently Asked Questions
Examples and answers to common questions regarding remission.

http://gradstudies.ucdavis.edu/current-students/employment/tuition-and-fee-remission
DEVELOPING THE POLICY

• Formalizes campus practices which were disseminated in several directives, memos, etc. over the past 20 years.

• When APM Appendix II-B (Appointment of Graduate Students to Academic Positions) was revised in June 2013, it contained new eligibility requirements for student academic positions.

• New BX Contract for ASE’s.

• Clarity on implementing remission for students enrolled in professional schools and self-supporting programs.
WHAT IS REMISSION?

- Payment of the tuition and fees owed by a student.

- Benefit of employment for academic student employees.

- Form of graduate student support.

- Governed by a complex set of rules that arise from accounting principles, human resources policies, collective bargaining agreements, and other university policies.
REMISSION IS NOT

- Graduate Program Fellowship (formerly block grant)
- Fee Award
- Fellowship
- Stipend
- Salary
- Gravy Train

Students do not receive the cash equivalent of the remission payment if it exceeds their charges
WHO IS ELIGIBLE

- Generally a student in a remission-eligible appointment is eligible for the benefit of that appointment
  - GSR: full remission of tuition, fees & NRST
  - ASE: remission of tuition, partial fees, & partial NRST (as determined by the ASE bargaining agreement)

- Refer to APM Appendix II-B for eligibility requirements and restrictions.
POLICY HIGHLIGHTS

★ • A student must have a 25% appointment in a single title to trigger remission: GSR or ASE

- Remission Eligible: 15% GSR + 10% GSR = 25% GSR

- NOT Remission Eligible: 15% GSR + 10% Reader

- Remission proportionally split: 25% GSR + 10% Reader
  25% ASE + 10% GSR

• Refer to APM Appendix II-B for eligibility requirements and restrictions
POLICY HIGHLIGHTS: NRST FOR GSRs

- NRST remission is a benefit of employment for eligible doctoral GSRs only until they advance to candidacy
  - UCOP NRST Waiver Program
  - UC Davis Post-Candidacy NRST Fellowship Program
- Master’s and MFAs are eligible throughout their enrollment
POLICY HIGHLIGHTS

• Guiding Principle
  If they are in a remission-eligible appointment, they get the benefit of that appointment

• PEP Required for:
  • Part-time students (ASE and GSR)
  • Self-supporting students (ASE) *except GSR/non-state fund
  • Professional students (ASE and GSR)
  • Not academically eligible (GPA, probation, etc.)
SELF-SUPPORTING DEGREE PROGRAM & PROFESSIONAL STUDENTS

- Receive tuition and fee remission in an amount not to exceed the amount remitted for an academic graduate student (state-funded degree program)

EX: Forensic Science Student: 25% TA in Pharmacology (fall)
- Their Program Fees = $9,600
- Their Remission = $4,064 + SHIP

<table>
<thead>
<tr>
<th>Major Code</th>
<th>SSDP Name</th>
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<tbody>
<tr>
<td>GCLR</td>
<td>Clinical Research</td>
</tr>
<tr>
<td>GFOR</td>
<td>Forensic Science</td>
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<tr>
<td>SMBB</td>
<td>MBA – Bay Area</td>
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<tr>
<td>SMBE</td>
<td>MBA – Sacramento</td>
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<tr>
<td>GICL</td>
<td>International Commercial Law</td>
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<tr>
<td>WLLM</td>
<td>Master of Laws</td>
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<tr>
<td>GMCN</td>
<td>Maternal &amp; Child Nutrition</td>
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<tr>
<td>GPAS</td>
<td>Physician Assistant Studies</td>
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# Professional Program Students: DVM, JD, MD, MBA (daytime)

<table>
<thead>
<tr>
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<th>Remission is equal to one quarter of academic graduate student tuition and fee remission;</th>
<th>Remission is posted to fall semester.</th>
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<tbody>
<tr>
<td><strong>Semester students employed</strong></td>
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<tr>
<td>fall quarter:</td>
<td></td>
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<tr>
<td></td>
<td>Remission is equal to one quarter of academic graduate student tuition and fee remission;</td>
<td>Remission is posted to spring semester.</td>
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<td><strong>Semester students employed</strong></td>
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<tr>
<td>either winter or spring quarter:</td>
<td>Remission is equal to two quarters of academic graduate student tuition and fee remission, but cannot exceed total tuition and fees charged to the student for one semester;</td>
<td>Remission is posted to spring semester.</td>
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<td><strong>Semester students employed</strong></td>
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<td>both winter and spring quarters:</td>
<td>Remission is equal to three quarters of academic graduate student tuition and fee remission, but cannot exceed the total tuition and fees charged to the student for two semesters;</td>
<td>Remission is distributed across both fall and spring semester until the remission benefit is depleted.</td>
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<tr>
<td><strong>Semester students employed</strong></td>
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<tr>
<td>fall, winter and spring quarters:</td>
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POLICY HIGHLIGHTS: LEAVES

• Students on an approved administrative, investigatory or medical leave continue to be eligible for the remission benefits, whether the leave is a paid or unpaid leave

• Students on such a leave shall not have their remission prorated or otherwise reduced

• Leave process in development; anticipate entering leaves into PPS
REMISSION PROCESS

- Fee remission is an automated process based on the student appointment in PPS

- Late appointments = remissions not applied by the fee deadline to the students account = 🙁

- On-time = enter the appointment at least 2 weeks prior to the start of the quarter

- Remission posts to the general ledger either monthly or quarterly depending on date the appointment is entered into PPS
REMISSION PROCESS

• Fee awards posted to BANNER for the term will block remission and will need to be removed in order for remission to post

• If more than one type of award appears as a credit against charges in a student’s account, the first position to pay remission:

  1. Outside awards – university is not the fiscal officer
  2. GSR appointment benefits
  3. ASE appointment benefits – dual ASE/GSR appointments pay benefits proportional to the salary expense for each appointment
  4. Department awards
  5. Fellowship awards
  6. Student loans
  7. Student payments
NO REMISSION BENEFIT FOR:

- Summer appointments
- Filing Fees
- Professional Degree Supplemental Tuition (PDST)
- Document Fees
- Course Materials Fees
- Candidacy Fees
- Other campus charges incurred voluntarily or involuntarily that are not specifically noted in policy
WHAT HAS NOT CHANGED

- Funding sources: remission is expensed proportionately to the salary source funding
- Diversion process where NRST is not allowed
- Terminations mid-term: remission may be prorated
Questions?

Resources

- **APM Appendix II-B**
  manuals.ucdavis.edu/apm/II-B.htm

- **BIA Tuition and Fee Schedule**
  budget.ucdavis.edu/studentfees/index.html

- **Student Accounting Remission Table**
  studentaccounting.ucdavis.edu/aid/feeremissions.cfm

- **Graduate Student Appointment Guide and Remission Policy**
  gradstudies.ucdavis.edu/current-students/employment

- **GSR Cost Calculator**
  gradstudies.ucdavis.edu/faculty-staff/student-financial-support/work-study-graduate-students

- **Self-Supporting Degree Programs (Fact Sheet)**