



Policy for Remission of Graduate Student Tuition and Fees

**Benefit Eligibility & Implementation
September 2014**

CONTACTS

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Tuition and Fee Remission

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[Academic Services & Information](#)[Forms & Information](#)[Financial Support](#)[Employment](#)

- [Student Teaching & Research](#)
- [Job Listings](#)
- [Tuition and Fee Remission](#)
 - [Eligibility & Remission Benefit](#)
 - [Accountability on Contracts & Grants](#)
 - [Diverting NRST Remission](#)
 - [Policy & Definitions](#)
 - [FAQ](#)
- [Salary Scales](#)
- [Appointment Guide](#)
- [ASE Unit](#)
- [Nondiscrimination](#)

[Professional Development](#)[Diversity](#)[Support & Resources](#)[Newly Admitted Students](#)[Commencement](#)[Student Family Housing
Redevelopment](#)

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.

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**

Major Code	SSDP Name
GCLR	Clinical Research
GFOR	Forensic Science
SMBB	MBA – Bay Area
SMBE	MBA – Sacramento
GICL	International Commercial Law
WLLM	Master of Laws
GMCN	Maternal & Child Nutrition
GPAS	Physician Assistant Studies

PROFESSIONAL PROGRAM STUDENTS: DVM, JD, MD, MBA (daytime)

Semester students employed fall quarter:	Remission is equal to one quarter of academic graduate student tuition and fee remission;	Remission is posted to fall semester.
Semester students employed <u>either</u> winter or spring quarter:	Remission is equal to one quarter of academic graduate student tuition and fee remission;	Remission is posted to spring semester.
Semester students employed <u>both</u> winter and spring quarters:	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;	Remission is posted to spring semester.
Semester students employed fall, winter and spring quarters:	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;	Remission is distributed across both fall and spring semester until the remission benefit is depleted.

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)**
<http://budget.ucdavis.edu/studentfees/self-supporting-degree-programs/index.html>