

2023-2024 Projected Tuition Benefit Calendar*

Deadline	Fall 2023	Spring 2024	Summer 2024
TBP portal open for student entry	July 10, 2023	November 27, 2023	April 1, 2024
Estimated first TBP conditional posting	August 14, 2023	January 2, 2024	May 7, 2024
Suggested ePAF processing deadline	August 8, 2023	December 21, 2023	May 6, 2024
First day of classes	August 21, 2023	January 8, 2024	May 13, 2024
Tuition due by 4:45pm (also add/drop deadline)	September 1, 2023	January 19, 2024	May 22, 2024
Campus census - portal closes at 3:00pm	September 11, 2023	January 29, 2024	June 3, 2024
XTBP Initial Run	September 13, 2023	January 31, 2024	June 5, 2024
Signed signature page due by email by 5:00pm	September 18, 2023	February 5, 2024	June 10, 2024
Mid-semester TBP report review	October 20, 2023	March 1, 2024	June 21, 2024
Last conditional TBP processing of semester	January 8, 2024	May 23, 2024	August 23, 2024
TBP final calculation (actual support)	January 11, 2024	May 27 2024	August 28, 2024
Overrides/corrections due by 5:00pm	January 22, 2024	June 5, 2024	September 6, 2024

(See reverse side for deadline descriptions)

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Portal Open – The tuition benefit portal opens in CIS for student entry approximately six weeks prior to the first day of classes of each semester. Coordinators are encouraged to enter students as early as possible, which ensures continuation of insurance benefits, but should only be entered when assistantship contracts are signed and fellowship offers accepted.

Estimated First TBP Conditional Posting – The first day that conditional tuition benefits are applied to student’s tuition bills; tuition benefit disbursement process is then run each business day thru the end of the semester. Coordinators are encouraged to follow up with any student who has not signed their TBP agreement or enrolled appropriately, to encourage their students to review their bills to ensure that benefits are correct, and for coordinators to elevate any necessary issues to the Office of Fellowships & Benefits (tuitionbenefit@gradschool.utah.edu).

Suggested ePAF Processing Deadline – Assistantship (TA, GT, GR, and RA) ePAFs should be completed by HR by this date to ensure job records are complete and earnings begin on the first day of the semester payroll period (Fall – August 16, Spring – January 1, and Summer – May 16).

First Day of Classes – First day of classes for the semester.

Tuition Due – Tuition bill payment is due by 4:45pm, whether paid by the student or department. Should students have an outstanding balance after this deadline, they may incur a late fee; if benefits have not posted due to students not signing or enrolling appropriately, they may risk classes being dropped. This is also the deadline for adding/dropping classes; any classes removed from active enrollment after this day will be considered a withdraw, which TBP will not cover and the student will have the responsibility to pay.

Campus Census – This is the day enrollment registration is conducted; the tuition benefit portal will close at 3:00pm. As the portal closes on this day, it is also the last day to print the signature page. Any requests for late adds to tuition benefit after this day should be submitted by the department through a petition.

XTBP Initial Run – The first day that Extended Tuition Benefit chartfields are charged. This process checks nightly for new information after this date to ensure accuracy until the final TB calculation.

Signature Page Deadline – Ensuring that all TBP entries are correct, the signature page should be signed by the department chair/school director and submitted (in PDF form) by email to tuitionbenefit@gradschool.utah.edu by 5:00pm.

Mid-Semester Report Review – Review TBP report to ensure that students are on-track to maintain their benefits, and attend to any error messages. A mid-semester review of the report is expected of coordinators; however, coordinators are encouraged to review reports monthly.

Last Conditional TBP Processing – After the final paycheck of the semester, a conditional processing will be ran one last time in order for the final paycheck to populate in actual support prior to the final calculation. This will allow coordinators the opportunity to address concerns and request overrides before the final calculation and a potential reduction or loss of tuition benefits.

Final TBP Calculation – Final calculation for tuition benefit, where all benefits are finalized and based on actual support (as opposed to conditional). Should a student not meet the minimum support or other eligibility requirements, their tuition benefit may be reduced or removed, resulting in a possible tuition bill and registration/transcript hold. Coordinators are encouraged to run their reports at this time to identify any need for overrides/corrections.

Overrides/Corrections Due – Any final adjustments to student’s tuition benefit record for the semester are due to tuitionbenefit@gradschool.utah.edu by 5:00pm with any relevant documentation. There is no guarantee that an override after this date can be processed, and such requests will require a letter from their department chair or director of graduate studies.