

GRADUATE SCHOOL BENEFIT PROGRAMS INFORMATION AND TRAINING: AY 2017-18

AGENDA:

Tuition Benefit Program Guidelines
Subsidized Health Insurance

TUITION BENEFIT PROGRAM GUIDELINES

To be eligible, grad students must be:

- Full-time, matriculated
- Compensated through the University of Utah under an eligible job code
- Maintaining a GPA of 3.0 or above

Tuition Benefit covers:

- Regular tuition
- Mandatory fees
- Non-resident tuition (**except for RA's who have reached 85 credit hours**)

Tuition benefit does not cover:

- Differential tuition charged by various university graduate and professional programs
- non-mandatory fees (special course fees, etc.)
- Repeated courses
- Undergraduate and noncredit courses
- Continuing Education courses

TBP-ELIGIBLE JOB TYPES

Graduate Teaching Assistant (TA): job code 9416, Exempt

International students must be cleared through the International Teaching Assistant Program (contact Diane Cotsonas x. 5-6659) before being placed in jobs coded 9416.

Graduate Research Assistant (RA): job code 9314, Exempt

A graduate student assigned directly to an externally funded research grant (5000 fund only) and doing research for that project.

TBP-ELIGIBLE JOB TYPES

Graduate Assistant (GA), (job code 9330, Exempt

A GA must be funded by his/her academic department and not supported by 5000 funding. If a student wishes to work as a GA outside his/her home (academic) department, prior approval must be granted by the Dean of The Graduate School. Email Jolyn for approval: jolyn.s@utah.edu.

Graduate Fellow (GF), no job code, not on payroll

A graduate student on a fellowship, whose tuition is not paid by their fellowship award. Fellowship payments may be distributed as a scholarship through the University's Scholarship Administration System (SA), or in special cases as a monthly traineeship disbursement through Accounts Payable. No employer-employee relationship exists in a fellowship. The University administers the award. A service expectation may or may not accompany it.

FINANCIAL SUPPORT REQUIREMENTS

Minimum support levels for the 2017-18 academic year are:

- \$7,500 per semester: 100% tuition benefit
- \$5,625 per semester: 75% tuition benefit
- \$3,750 per semester: 50% tuition benefit

No tuition benefit is granted to students receiving less than \$3,750 in support for the semester.

FINANCIAL SUPPORT REQUIREMENTS

There are 9 pay periods in each Fall or Spring semester. The TBP calculates financial support for each semester based on payroll during the following dates:

- Fall: August 16 – December 31 (final paycheck Jan 7)
- Spring: January 1 – May 15 (final paycheck May 22)
- Summer: May 16 – August 15 (final paycheck Aug 22)

Payments outside of these dates do not count toward the financial support requirement for the semester.

FINANCIAL SUPPORT REQUIREMENTS

No student is required to work more than 20 hours a week (0.50 FTE) in order to receive a tuition benefit.

Faculty may expect up to:

- 20 hours of work a week (0.50 FTE) from students receiving a 100% tuition benefit
- 15 hours a week (0.375 FTE) from students receiving a 75% tuition benefit
- 10 hours a week (0.25 FTE) from students receiving a 50% tuition benefit

Students working one or more on-campus jobs with a combined FTE greater than 0.74 FTE are ineligible to participate in the Graduate Tuition Benefit Program.

TUITION BENEFIT ELIGIBILITY LIMITS

<i>TUITION BENEFIT SEMESTERS OF ELIGIBILITY</i>	
<i>Seeking a Masters Degree:</i>	<i>4 semesters of eligibility</i>

<i>Seeking a Doctoral Degree and entering with:</i>	
<i>Bachelors Degree</i>	<i>10 semesters of eligibility*</i>
<i>Masters from University of Utah</i>	<i>6 semesters of eligibility*</i>
<i>Masters from Another Institution</i>	<i>8 semesters of eligibility</i>

* A 2-semester extension is possible if student was a TA for 4 semesters. For eligible students, the department should submit a TA Extension Request form.

TBP REGISTRATION REQUIREMENTS

Minimum Registration for TBP Eligibility: **9** credit hours throughout the semester.

TBP covers 9-12 credit hours, except for RAs whose Fall/Spring tuition benefit covers 9 - 11 credits, with 3 credit hours available in Summer semester.

An RA can only receive TBP for summer semester IF they received TBP as an RA for either the previous Fall OR Spring. Students may register for a maximum 16 semester hours but are responsible for tuition for hours exceeding 12 credits (or 11 in the case of RA's).

Not covered by tuition benefit: undergraduate courses, continuing education courses, repeated courses, contract courses, audited courses, non-graded coursework, etc.

TBP CREDIT HOUR POLICIES

IMPORTANT:

Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred. If registration falls below 9 credit hours, a student becomes ineligible for TBP and will be billed the full tuition for that semester.

Tuition benefit will not cover dropped courses. If a student drops after the drop deadline and does not petition Income Accounting to also drop the tuition charges, they will be responsible for the tuition.

Don't let this happen to you: contact your advisor and TBP coordinator before making any mid-semester registration changes.

TBP APPROVAL: EMAIL & LINK

Student Tuition Benefit -- Approval Required -- meant for jolyn.schleiffarth@gradschool.utah.edu
no-reply@utah.edu
Sent: Wednesday, August 7, 2013 4:38 PM
To: N. Jolyn Schleiffarth

I have copies of, I have read and I understand both the [Graduate Tuition Benefit Guidelines](#) and the [Graduate Student Health Insurance Plan Guidelines](#).

By my signature I verify that all the information entered for me on the web, e.g., my name, job title, student ID, the box indicating (if eligible) whether I chose to participate or not to participate in the Graduate Student Health Insurance, etc., is correct.

I agree that a failure on my part to satisfy any of the required conditions for either the Graduate Tuition Benefit Program or Graduate Student Health Plan may result in this semester's tuition/fees and/or health insurance benefits being reduced or revoked, and that a retroactive billing will be sent to me for any and all costs for which I become ineligible.

Student ID	Name	GA %	GF %	RA %	TA %	Anticipated Amount	Hlth Ins	Signature
00717520	SCHLEIFFARTH,NANCY JOLYN	0	100	0	0	6,500	N	Click Here to Sign

This email is sent to your student email account once your department coordinator has added you to tuition benefit. Click on the link to access the approval form.

GRADUATE TUITION BENEFIT APPROVAL SCREEN

Welcome Nancy Jolyn Schleiffarth Log Out

Dear Student,

Please carefully review the terms and conditions of the Tuition Benefit Program and Subsidized Insurance Program (if applicable) at the links provided below. The tuition benefit will not be applied to your student account until you have agreed to the terms and certified that the personal information displayed below is correct. If any of the information displayed below is incorrect, please contact your department coordinator immediately.

The information displayed below regarding tuition benefit and insurance enrollment or non-enrollment, as well as your e-signature, applies to the current semester only.

By accepting these terms, you are indicating that you agree to the following:

"I have copies of, I have read, and I understand both the Graduate Tuition Benefit Guidelines (<https://gradschool.utah.edu/tbp/guidelines.php>) and the Graduate Student Health Insurance Guidelines (<https://gradschool.utah.edu/tbp/insurance.php>).

By my e-signature, I verify that the information related to my Tuition Benefit award and health insurance choice (Y for enrolled, N for not enrolled) is correct, as is my name, job title, student ID, etc.

I understand that only TA's and RA's who are receiving a full (100%) tuition benefit are eligible for the subsidized insurance. I understand that I cannot change my insurance enrollment choice after the census deadline.

I understand that if my enrollment falls below 9 credit hours in Fall or Spring, or 3 credit hours in Summer, that my tuition benefit will be reversed and I will be responsible for the full tuition bill.

I understand that during Fall and Spring semesters, Tuition benefit covers 9 to 12 credit hours of regular tuition and mandatory fees for TA's, GA's, and GF's, or 9 to 11 credit hours of regular tuition and mandatory fees for RA's. RA's are also eligible for 3 credit hours of regular tuition and fees during Summer term. Tuition benefit does NOT pay for tuition differential, special class fees, tuition for undergraduate courses, or tuition for credit hours beyond the number of credit hours specified.

I also understand that if my employment at the University exceeds .74 FTE during the current semester, that my tuition benefit will be reversed and I will be responsible for the full tuition bill.

I agree that a failure on my part to satisfy any of the required conditions for either the Graduate Tuition Benefit Program or Graduate Student Health Plan may result in this semester's tuition and fees and/or health insurance benefits being reduced or revoked, and that a retroactive billing will be sent to me for any and all costs for which I become ineligible."

Department: 00151 - Accounting Department

Term: 1138 - Fall 2013

Student ID	Name	GA %	GF %	RA %	TA %	Anticipated Amount	Hlth Ins	Signed
00717520	SCHLEIFFARTH,NANCY JOLYN	0	100	0	0	0	N	N

Accept

This is what you will see when you log in to the approval screen. Most of the commonly encountered eligibility issues are clearly addressed in the text here, but signing the approval indicates you have read the full guidelines. Links to those guidelines are provided.



The Graduate School
THE UNIVERSITY OF UTAH

CIS ACCESS TO GRADUATE TUITION BENEFIT APPROVAL FORM

Finance

Financial Aid

Financial Aid Status

Financial Aid Award Letter

Scholarship Acceptance

Financial Need Analysis

FERPA Consent to Release Form

Shopping Sheet

Tuition & Loans

Tuition History

Tuition Bill/Pay Tuition

Graduate Tuition Benefit Approval

Direct Deposit Authorization

Tuition/Late Fee Petition Status

Tuition Rate Information

Request VA Benefits

View Your 1098-T

View Loan Awards

Short Term Loan Application

If you didn't get the email, you can access the approval form directly in CIS.



The Graduate School
THE UNIVERSITY OF UTAH

QUESTIONS?



The Graduate School
THE UNIVERSITY OF UTAH

GRADUATE SUBSIDIZED HEALTH INSURANCE PROGRAM (GSHIP)

Eligibility is the same as for TBP, except limited to TA's & RA's at 100% tuition benefit

The plan is the same student plan that is available to all U students - only difference is the premium subsidy.

Student must be:

- 100% RA or TA
- Combination of RA/TA that qualifies for 100% tuition benefit

GRADUATE SUBSIDIZED HEALTH INSURANCE PROGRAM (GSHIP)

The student portion of the GSHIP premium for the 2017-18 academic year is **\$155.28** in Fall semester and **\$255.80** for Spring Semester (Spring semester fee includes summer coverage). For the first time, the GSHIP includes dental and vision insurance.

For Fall 2017, the GSHIP fee must be paid in Income Accounting between: **September 18 – September 29, 2017.**

Coverage periods for the subsidized plan have been changed for 2017-18 to follow semester dates: **August 16 – December 31 (FALL), January 1 – August 15 (SPRING).**

Student enrollment changes cannot be made after TBP data entry closes (September 11 at 3 pm).

GRADUATE SUBSIDIZED HEALTH INSURANCE

Adding Dependents to Coverage

- Subsidized students must add dependents during the open enrollment period (7/15 – 9/13 for Fall). You do not need to wait for your own coverage to be processed, but should follow these steps:
 - Go to www.uhcsr.com/utah
 - Click on “Enrollment Info,” and then “Dependent Coverage Page.”
 - This form reserves coverage for your dependents. Once your own enrollment is processed by the University, you’ll be billed for your dependents’ premium.
 - EMI has a separate form for adding dependents to the dental/vision coverage. Contact your graduate coordinator if you need that form.

All benefit, rate, enrollment information can be found at:
www.uhcsr.com/utah. EMI website coming soon...

GRADUATE SUBSIDIZED HEALTH INSURANCE

INTERNATIONAL STUDENTS

Are automatically enrolled in the voluntary student health plan and billed for the full premium at the start of each semester.

If you are subsidized: a list of subsidized grads is sent to the Student Health center periodically throughout the tuition benefit data entry period. Premium fees are adjusted for subsidized students as quickly as possible.

Premiums should be adjusted by September 18.

International students with their own insurance coverage and wish to waive enrollment in the student plan must complete a waiver process with Kerry Hill in the International Center. Coverage must be comparable to the student plan – Kerry can provide more information.

QUESTIONS?



The Graduate School
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THESIS OFFICE RESOURCES

It's not too soon to think about your thesis/dissertation!

Our website contains templates, guidelines, deadlines, policies, procedures and helpful tips. The earlier you come to us the smoother your process will be. We're here to help!

The screenshot shows the website for the Thesis Office at the University of Utah Graduate School. The header includes the university logo, the text 'GRADUATE SCHOOL THE UNIVERSITY OF UTAH', and navigation links for 'Campus', 'A-Z Index', 'Directory', 'Map', and 'Events'. A search bar is also present. The main navigation menu on the left lists: Home, Thesis Office (with 'Home' highlighted), Calendar, Handbook, Thesis Templates, Thesis and Dissertation Forms, Sample Pages, Department-Approved Style Guides, Contract Research and Patents, Thesis Manuscript Tracking, Frequently Asked Questions, and Contact Us. Below this is a section for 'Additional Resources' with links for 'Dissertation Writing' and 'Boot Camps'. The main content area features a 'Thesis Office' title, a 'Handbook' section with a link to a handbook for theses and dissertations, a 'Style Guides' section with a link to department-approved style guides, an 'FAQ' section with a link to frequently asked questions, and a 'Calendar' section with a detailed notice about manuscript submission deadlines and graduation requirements.

U GRADUATE SCHOOL THE UNIVERSITY OF UTAH Campus: A-Z Index | Directory | Map | Events Google search campus

Thesis Manuscript Tracking Thesis Office

Thesis Office

Graduate School

- Home

Thesis Office

- Home
- Calendar
- Handbook
- Thesis Templates
- Thesis and Dissertation Forms
- Sample Pages
- Department-Approved Style Guides
- Contract Research and Patents
- Thesis Manuscript Tracking
- Frequently Asked Questions
- Contact Us

Additional Resources

- Dissertation Writing
- Boot Camps

Handbook

[A Handbook for Theses and Dissertations](#) contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it reviewed by the Thesis Editor, and uploading it as a PDF for electronic publication, which is the final requirement for graduation. The *Handbook* includes an explanation of the University of Utah format, examples of pages and forms, and a discussion of copyright issues.

Style Guides

A comprehensive list of [department-approved style guides](#) can be found here.

FAQ

The Graduate School maintains a list of [frequently asked questions](#). This list is also available on the ProQuest website.

Calendar

Submission of a manuscript during a semester does not guarantee graduation in that semester. Factors that can result in not graduating include the following:

- Unavailability of the student to participate in the ongoing editing process
- Major formatting errors (see the [Handbook](#))
- Major problems with grammar, spelling, etc.
- Manuscripts that have not been approved by the supervisory committee and department chair

Manuscripts submitted on the deadline but that have any of these problems will not be considered for that semester.

Please take these factors into account when planning defense and graduation dates.

The entire editing process can take 2 or more months to complete, so the earlier a manuscript is submitted, the better the student's chance of graduating in the desired semester.

However, students wishing to be considered for graduation in a specific semester must meet the dates in this calendar.

GRADUATE SCHOOL AWARDS & TRAINING

Graduate Funding Success Workshops: Get help with your fellowship applications!

<http://gradschool.utah.edu/graduate-funding-success-workshops>

Graduate School Scholarships & Fellowships:

<http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>

National Science Foundation Graduate Research Fellowship Program (NSF GRFP):

<https://nsf-grfp.utah.edu/> (3-year pre-doctoral awards)

Fulbright U.S. Student Program (grants for overseas research/study/teaching)

<https://fulbright.utah.edu/>

External Funding Search Tools:

<http://gradschool.utah.edu/tbp/external-opportunities/>