Graduate Tuition Benefit Program Important Dates: Fall 2015

**Monday, July 13, 2015**
PeopleSoft Portal (Campus Information System) opens for Fall 2015 TBP data entry.
**IMPORTANT:** GF’s must be listed on your Fall 2015 TBP report by Friday, July 31, 2015.

**Monday, August 24, 2015**
Initial TBP run for Fall 2015. Qualified students will receive a conditional tuition credit. The TBP report will now be updated nightly.

**Tuesday, September 1, 2015**
Graduate GA, RA, and TA ePAF's due in HR to meet TBP deadline.

**Friday, September 4, 2015**
Tuition due. Students must pay their portion of tuition by today at 5:00 pm. **Last day for students to electronically sign the Graduate Tuition Benefit Approval form in CIS without incurring a late fee.**

**Monday, September 14, 2015**
State Registration Census Taken - **Last chance to print signature sheets! Access to TBP data entry closes at 3:00 PM today.** Please double check your TBP report and make all final additions and corrections. After 3:00 PM today no further data entry is allowed for the current semester. **Please note that students’ insurance status entered in the TBP system will be reported to United HealthCare and cannot be changed after this date.**

**Monday, September 21, 2015**
TBP signature report, with original signature of Department Chair, is due in the Graduate School (302 Park or tuitionbenefit@gradschool.utah.edu) by 5 pm.

**Monday, September 21, 2015 – Friday, October 3, 2015**
Student’s portion ($190.40) of subsidized insurance due in Income Accounting for the period of 8/16/15 – 2/14/16.

**Wednesday, November 18, 2015**
Mid-semester Report: Please check your report today to ensure each student is on track to receive the intended tuition benefit. Report any problems to the Graduate School’s TBP office (tuitionbenefit@gradschool.utah.edu).

**Friday, January 8, 2015**
Final TBP report is queried for the semester. If a student earned less than the minimum support amount required for the intended benefit, the % benefit will be reduced or cancelled accordingly. Students are responsible for any tuition due. **Spring overrides are due by Friday, January 15. Late overrides will require a letter from the department chair.**