Graduate Tuition Benefit Program Important Dates: SPRING 2016

Tuesday, December 1, 2015
PeopleSoft Portal (Campus Information System) opens for Spring 2016 TBP data entry.

Friday, December 18, 2015
Deadline for including Graduate Fellows (GF’s) on your 2016 Spring Tuition Benefit list. Please make sure all of your GF’s are added to your TBP list by this date.

Monday, January 11, 2016
Initial TBP run for Spring 2016. Qualified students will receive a conditional tuition credit, and can qualify for reimbursement of tuition paid by student loans. The TBP report will now be updated nightly.

Friday, January 15, 2016
Graduate GA, RA, and TA ePAFs due in HR to meet TBP deadline.

Friday, January 22, 2016
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, February 1, 2016
State Registration Census Taken
Last chance to print signature sheets! Access to TBP 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, February 8, 2016
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, February 8 – Friday, February 19, 2016
Student’s portion ($190.40) of subsidized insurance due in Income Accounting for the period of 2/15/16 – 8/15/16.

Wednesday, March 23, 2016
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 (x. 1-6020 or tuitionbenefit@gradschool.utah.edu).

Monday, May 23, 2016
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.

Friday, June 3, 2016
Spring 2016 overrides/corrections with documentation are due by 5 pm (to 302 Park or tuitionbenefit@gradschool.utah.edu). Late overrides will require a letter from the department chair.

Graduate Fellowships & Benefits – 302 PARK – 581-6020