



## **Graduate Tuition Benefit Program Important Dates: SPRING 2017**

### **Monday, December 5, 2016**

PeopleSoft Portal (Campus Information System) opens for Spring 2017 TBP data entry.

### **Friday, December 16, 2016**

**Deadline for including Graduate Fellows (GF's) on your Spring 2017 Tuition Benefit list.** Please make sure all of your GF's are added to your tuition benefit list by this date.

### **Monday, January 9, 2017**

Initial TBP run for Spring 2017. 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.

### **Tuesday, January 10, 2017**

Graduate GA, RA, and TA ePAFs due in HR with all department approvals.

### **Friday, January 20, 2017**

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, January 30, 2017**

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 6, 2017**

TBP signature report, with original signature of Department Chair, is due in the Graduate School (302 Park or [tuitionbenefit@gradschool.utah.edu](mailto:tuitionbenefit@gradschool.utah.edu)) by 5 pm.

### **Monday, February 6 - Friday, February 17, 2017**

Student's portion (\$184.80) of subsidized insurance due in Income Accounting for the period of 2/15/17 - 8/15/17.

### **Wednesday, March 22, 2017**

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](mailto:tuitionbenefit@gradschool.utah.edu)).

### **Tuesday, May 23, 2017**

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 2, 2017**

Spring 2017 overrides/corrections with documentation are due by **3 pm** (to 302 Park or [tuitionbenefit@gradschool.utah.edu](mailto:tuitionbenefit@gradschool.utah.edu)). Late overrides will require a letter from the department chair.

**Graduate Fellowships & Benefits - 302 PARK - 581-6020**