



THE UNIVERSITY OF UTAH

Tuition Benefit Program **Department Coordinator** **Refresh Session**

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The Graduate school

What is TBP

- Partnership between Academic Affairs and VP of Research
- Ensures a guaranteed department support for participating graduate students
- Through assistantships, provides students with research and/or teaching experience
- Supports student tuition costs to ensure timely persistence
 - Does not cover differentials or course- or program-specific fees

TBP Guidelines

- gradschool.utah.edu/tbp

FELLOWSHIPS AND BENEFITS

TUITION BENEFIT PROGRAM GUIDELINES

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([Download as PDF](#))

Tuition Benefit Program Guidelines

1. [Categories of Supported Graduate Students](#)
2. [Registration Requirements](#)
3. [Financial Support Requirements](#)
4. [Service Requirements](#)
5. [Residency and Meritorious Status](#)
6. [Restrictions](#)
7. [Administration](#)
8. [Petitions for Exception to Tuition Benefit Policy](#)

Running a Report

Graduate Tuition Benefit Report - Spring 2021

Term: Department:

UNID	LAST, FIRST NAME	P	GR%: 100	Anticipated: 3,950	Actual: 7,608
			GT%: 0	Projected: 0	FTE: 0.50
			GF%: 0		
			TA%: 0		
			RA%: 0		

Watch for actual as assistantship wages may be lower than anticipated; ensure FTE doesn't exceed 0.74

Check for messages & take action

Messages: Insufficient Credit Hours, TBP Term Count Exceeded

Grad: 4.0 Total: 4.0

Ensure grad credits are 9.0 or higher

Total Tuition: 2,109 Tuition Red.: 0

Benefit %: 0

Benefit percentage may change, check reports often!

No

Total Eligible: 10 Cum. Hours: 165

Term Count: 10

Signed: Yes Date: 2021-01-14

If a student has not signed, follow up and remind them to sign their TBP approval

Requesting an Override

- Email tuitionbenefit@gradschool.utah.edu
- Include following info:
 - Student name
 - UNID
 - Specific request for override
 - Any backup documentation

TBP Petitions

- Visit gradschool.utah.edu/tbp/petitions for details
- Should be submitted by TBP coordinator/DoGS on student's behalf
- COVID
(TA extension, GPA exception, etc. coming soon via portal)
- When submitting a general Grad School petition (via Darci Rollins) for a student with TBP, please CC tuitionbenefit@gradschool.Utah.edu

Best Practices

- Provide for your students an explanation of the assistantship/fellowship + tuition benefits you're offering
 - Be sure they understand non-TBP and GSHIP costs
- Encourage your students to review their tuition bills each semester & communicate to you TBP concerns
- Enter tuition benefit as early as possible
- Run your TBP reports monthly

RA 84 Credit Hour Rule

- Goes into effect semester the student reaches 84 graduate credit hours & is currently an RA
- At this point, for students completing non-thesis coursework:
 - Non-resident students will be responsible the non-resident portion of their tuition costs

Extended TBP

- Must cover the total TBP cost for student (resident tuition + mandatory fees)
- Currently validating chartfields
- Projects need to have a complete tuition budget
- TA/GRs cannot be charged to projects
- GRs not supporting educational mission of the U should not be charged to 1001 funds in most cases
- Most charges should post to February management reports

Remember...

- Students must enroll appropriately and sign TBP agreement in CIS for benefits to hit tuition bill
- GSHIP is an option for TA, GR, GT, and RA students who are eligible for 100% TB
 - GFs are not eligible for GSHIP
- When entering students in TBP who have job codes, ePAFs must be fully executed (not just signed) before data will populate in TBP portal
 - It may take up to 72 hours

Remember...

- Non-resident domestic students reaching 40 graduate credits should apply for Utah residency
- Comprehensive action should be taken by departments to encourage eligible graduate students to apply for residency
(admissions.utah.edu/residency)

Upcoming Important Dates

- Monday, February 15: TBP signature pages due to Graduate School
- Friday, February 19: Students' portion of GSHIP due
- March: Run your Spring 2021 reports
- April 6: TBP portal opens for Summer 2021
- Monday, May 24: Finalize Spring TBP
- Monday, June 7: Spring overrides due by 5pm

Questions/Contact

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tuitionbenefit@gradschool.utah.edu