

2022-2023 Projected Tuition Benefit Calendar*

Deadline	Fall 2022	Spring 2023	Summer 2023
TBP portal open for student entry	July 11, 2022	November 28, 2022	April 3, 2023
Estimated first TBP conditional posting	August 15, 2022	January 3, 2023	May 9, 2023
Suggested ePAF processing deadline	August 9, 2022	December 22, 2022	May 8, 2023
First day of classes	August 22, 2022	January 9, 2023	May 15, 2023
Tuition due by 4:45pm (also add/drop deadline)	September 2, 2022	January 20, 2023	May 24, 2023
Campus census - portal closes at 3:00pm	September 12, 2022	January 30, 2023	June 5, 2023
Signed signature page due by email by 5:00pm	September 19, 2022	February 6, 2023	June 12, 2023
Student insurance payments due	September 26, 2022	February 13, 2023	N/A: No summer GSHIP
Mid-semester TBP report review	October 9, 2022	March 5, 2023	July 5, 2023
Last conditional TBP processing of semester	January 9, 2023	May 23, 2023	August 23, 2023
TBP final calculation (actual support)	January 12, 2023	May 26, 2023	August 28, 2023
Overrides/corrections due by 5:00pm	January 23, 2023	June 7, 2023	September 6, 2023

(See reverse side for deadline descriptions)

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Portal Open – The tuition benefit portal opens in CIS for student entry approximately six weeks prior to the first day of classes of each semester. Coordinators are encouraged to enter students as early as possible, which ensures continuation of insurance benefits, but should only be entered when assistantship contracts are signed and fellowship offers accepted.

Estimated First TBP Conditional Posting – The first day that conditional tuition benefits are applied to student’s tuition bills; tuition benefit disbursement process is then run each business day thru the end of the semester. Coordinators are encouraged to follow up with any student who has not signed their TBP agreement or enrolled appropriately, to encourage their students to review their bills to ensure that benefits are correct, and for coordinators to elevate any necessary issues to the Office of Fellowships & Benefits (tuitionbenefit@gradschool.utah.edu).

Suggested ePAF Processing Deadline – Assistantship (TA, GT, GR, and RA) ePAFs should be completed by HR by this date to ensure job records are complete and earnings begin on the first day of the semester payroll period (Fall – August 16, Spring – January 1, and Summer – May 16).

First Day of Classes – First day of classes for the semester.

Tuition Due – Tuition bill payment is due by 4:45pm, whether paid by the student or department. Should students have an outstanding balance after this deadline, they may incur a late fee; if benefits have not posted due to students not signing or enrolling appropriately, they may risk classes being dropped. This is also the deadline for adding/dropping classes; any classes removed from active enrollment after this day will be considered a withdraw, which TBP will not cover and the student will have the responsibility to pay.

Insurance Payments Due – This is the day that the student’s portion of the subsidized graduate student health insurance fee (applied to their tuition bill) is due. The 20% premium is added to the student’s university bill after the campus census.

Campus Census – This is the day enrollment registration is conducted; the tuition benefit portal will close at 3:00pm. As the portal closes on this day, it is also the last day to print the signature page. Any requests for late adds to tuition benefit after this day should be submitted by the department through a petition.

Signature Page Deadline – Ensuring that all TBP entries are correct, the signature page should be signed by the department chair/school director and submitted (in PDF form) by email to tuitionbenefit@gradschool.utah.edu by 5:00pm.

Mid-Semester Report Review – Review TBP report to ensure that students are on-track to maintain their benefits, and attend to any error messages. A mid-semester review of the report is expected of coordinators; however, coordinators are encouraged to review reports monthly.

Last Conditional TBP Processing – After the final paycheck of the semester, a conditional processing will be ran one last time in order for the final paycheck to populate in actual support prior to the final calculation. This will allow coordinators the opportunity to address concerns and request overrides before the final calculation and a potential reduction or loss of tuition benefits.

Final TBP Calculation – Final calculation for tuition benefit, where all benefits are finalized and based on actual support (as opposed to conditional). Should a student not meet the minimum support or other eligibility requirements, their tuition benefit may be reduced or removed, resulting in a possible tuition bill and registration/transcript hold. Coordinators are encouraged to run their reports at this time to identify any need for overrides/corrections.

Overrides/Corrections Due – Any final adjustments to student’s tuition benefit record for the semester are due to tuitionbenefit@gradschool.utah.edu by 5:00pm with any relevant documentation. There is no guarantee that an override after this date can be processed, and such requests will require a letter from their department chair or director of graduate studies.