Tuition Benefit Program
Department Coordinator
Refresh Session

Matthew Plooster, Ed.D.
Office of Fellowships & Benefits
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
FELLOWSHIPS AND BENEFITS

TUITION BENEFIT PROGRAM GUIDELINES

 TUITION BENEFIT PROGRAM GUIDELINES

(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

<table>
<thead>
<tr>
<th>UNID</th>
<th>LAST, FIRST NAME</th>
<th>P</th>
<th>GR%: 100</th>
<th>GT%: 0</th>
<th>GP%: 0</th>
<th>TA%: 0</th>
<th>RA%: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Check for messages & take action**
  - Messages: Insufficient Credit Hours, TBP Term Count Exceeded

- **Grad**: 4.0  **Total**: 4.0
- **Total Tuition**: 2,109  **Tuition Red.**: 0
- **Benefit %**: 0

- **Anticipated**: 3,950  **Actual**: 7,608
- **Projected**: 0  **FTE**: 0.50

- **Total Eligible**: 10  **Cum. Hours**: 165  **Term Count**: 10

- **Signed**: Yes  **Date**: 2021-01-14

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

**Ensure grad credits are 9.0 or higher**

**Benefit percentage may change, check reports often!**

**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 for 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, ePAFMs 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

Office of Fellowships & Benefits
The Graduate School
tuitionbenefit@gradschool.utah.edu