

Subject: Graduate Assistantship Tuition Remission	Author:
Effective Date: July 1, 2003	Last Review Date:
Last Revision: July 1, 2014	Revised By:
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A. Background:

The University has a long-standing student financial aid program that remits tuition for selected graduate assistants and other advanced study students. Specifically, Graduate Teaching Assistants, Graduate Research Assistants, Graduate Service Assistants, University Fellows, IPIBS (Integrated Program in Biomedical Sciences) Fellows, Grosscurth Fellows and Diversity Scholars all receive a stipend for academic performance. These stipends begin at \$1000 per month for master's students and at \$1500 for doctoral students but vary by academic program. The University also provides participating students special student health insurance, funded by the unit providing the stipend.

Since the tuition accounts have been transferred to the School of Interdisciplinary and Graduate Studies to be administered on behalf of students receiving stipends from the academic units, the following policy has been revised.

B. Policy:

Effective July 1, 2014 the following policy is implemented to clarify the roles and responsibilities for fiscal oversight of tuition remission budgets for graduate assistantships:

1. Tuition remission funded from the University's General Fund budget may **only** be used to support the tuition of specifically identified students designated as Graduate Teaching Assistants, Graduate Research Assistants, Graduate Service Assistants, University Fellows, IPIBS Fellows, Grosscurth Fellows, and Diversity Scholars.
2. To be eligible for tuition remission these graduate assistants, fellows, and scholars must be full time students when receiving stipends. Full time for purposes of this policy is defined as students enrolled for at least 9 credit hours in spring or fall and 6 credit hours in the summer. Master's and doctoral candidacy, which is billed at 2 credit hours at resident graduate rate for all students, regardless of residency status, also is considered full time status.
3. Graduate assistants, fellows, and scholars will receive tuition remission only during the months they are paid stipends.

4. Each existing graduate assistant, fellow, or scholar position will have a unique Position Control Number (PCN), which is assigned by Budget & Financial Planning (BFP) during the annual budget development process. There will be a one-to-one correspondence between the number of graduate assistant positions supported by the program and the number of tuition remissions awarded.
5. Each student in an approved position will receive the equivalent of full tuition; nonresident students who are supported by stipends per #4 above will receive a waiver for the out of state portion of their tuition, and SIGS will pay the resident tuition for all students in approved positions. Units are not permitted to award partial tuition remissions or to split graduate assistant positions under this policy.
6. The responsibility for monitoring and maintaining tuition remission accounts relating to this program rests with SIGS, which will make sure that resident tuition is allotted for each approved graduate assistantship funded through CAR funds. Each unit dean is responsible for monitoring the number of graduate assistant positions and ensuring that SIGS receives lists of students who will be receiving stipends and thus are in need of tuition.
7. A request to add or to delete a new graduate student assistantship, fellowship, or scholar position to this tuition remission program requires written approval by the University Provost. Requests should be submitted to the Vice Provost for Graduate Affairs, and once approval is given, BFP in consultation with SIGS will adjust tuition revenue budgets as needed to ensure full tuition coverage of the newly approved positions.
8. Tuition remission for graduate students supported by grants should typically be treated as a direct charge. Principle Investigators (PIs) who wish to receive a waiver of the out of state portion of tuition for a graduate student supported by grants must submit the name of the student to SIGS, along with the grant that is providing the stipend and the insurance. All PIs should include in-state tuition as part of the grant whenever possible and should spend those funds to cover in-state tuition. In other words, in-state tuition should be a direct charge.
9. Tuition remission, as defined in this policy, is essentially an internal payment for tuition (and imbedded student fees) charged by the University of Louisville. It does not include books, room, board or other out-of-pocket educational expenses.
10. The continuing financial viability of the institution depends in large part upon tuition paid by its students. Therefore, this tuition remission program is not intended to be a substitute for the general population of graduate students paying their own tuition or from other student financial aid sources.