

APPENDIX H

TUITION REMISSION PROGRAM FOR GRADUATE RESEARCH ASSISTANTS

I. Program Highlights

- Provides for remission of actual in-state tuition and required fees during the academic year
- May be charged to grants and contracts if allowed by sponsor. Federal grants and contracts do permit such charges.
- Institutional policy that all eligible graduate research assistants shall be provided tuition remission, regardless of source of funds for the assistantship.

II. Eligibility Requirements

- Employed as a graduate research assistant and paid through the payroll system under object code 24300. Note: graduate assistants (graders, work assignments of variable hours, etc., are NOT graduate research assistants and are not eligible for tuition remission.
- Has been assigned at least a half assistantship during the semester in which the GRA receives tuition remission. The minimum assistantship is \$8,000 per academic year.

III. Grant Budgeting

- In-state remission may be budgeted in grant requests. The assistantship is budgeted under personal services as usual. Budget Tuition Remission in the "Other" category and footnote. The footnote does not need to be elaborate. The following are examples for budget justifications:

Tuition remission is provided all University of Virginia graduate research assistants employed in non-sponsored as well as sponsored activities and in accordance with the provisions of OMB Circular A-21.

or

Tuition remission is a portion of the compensation paid to all eligible University of Virginia graduate research assistants in accordance with institutional policy and the provisions of OMB Circular A-21.

IV. Implementation Procedures

- GRA's Supported from Non-Sponsored Program Sources

Submit at the beginning of the semester or year a Nomination and Authority form (in ISIS) which specifies the project/award to be charged. Tuition remission cannot be charged using state operating funds. It may be charged to fellowship funds, overhead awards, or gift awards. Use restriction code 8 to automatically adjust the charge if there are changes in the student's registration. See: <http://www.virginia.edu/~polproc/pol/ivg1.html>

- GRA's Supported from Sponsored Program Sources

The tuition remission MAY come from the same sponsored program source from which the student is paid the assistantship. If the remission is to come from some other source, follow the procedure for non-sponsored program sources.

For those remissions to be paid from a sponsored program source, a special award will be created for each school or department. This will be a clearing award. Toward the end of the semester, the academic department will match the remission payments to the payroll sources for each student and charge the appropriate sponsored program. Use this clearing award on the Nomination and Authority form.