

**Date:** September 4, 2014 (Originally posted Jan 21, 2011, revised and reposted Feb 9, 2011, Mar 24, 2014, and Jul 22, 2014)

**Subject:** Criteria for Course Payment for Graduate Students in Fee-Based Degree Programs

## *Comment*

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This brief articulates changes to previously issued Office of Planning & Budgeting (OPB) briefs of the same topic. This brief is applicable to the Seattle campus *academic and administrative units*.<sup>1</sup>

## *Policy Scope and Definitions*

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This policy applies to UW Seattle graduate students who are matriculated in fee-based degree programs and have teaching assistant (TA), research assistant (RA), or staff assistant (SA) appointments. For the purposes of this policy:

- **“Total fee-based degree program fee”** is defined solely as the course/program fees paid by a graduate student matriculated in a fee-based degree program; UW Other Required Fees (Services & Activities Fee, IMA Bond Fee, and Facilities Renovation Fee) and the U-PASS fee are excluded from this definition.
- **“Course fee payments”**<sup>2</sup> are equivalent to Resident Tier I full-time operating fee plus technology fee.
- The **“remaining balance”** is the difference between the “course fee payment” and the student's total fee-based degree program fees for the quarter in which s/he is employed as a TA, RA, or SA.

## *Background*

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In the past, graduate students matriculated in fee-based degree programs who were employed as TAs paid by state budgets were eligible to receive course fee payments from central funding. These students were responsible for covering their remaining balance themselves; however, some hiring units opted to cover this on their students' behalf.

Graduate students matriculated in fee-based degree programs who were employed as RAs or SAs (regardless of budget type) as well as TAs paid by *non*-state budgets were *not* eligible to receive course fee payments from central funding. Instead, such students received course fee payments from their respective hiring unit.

## *Summary of New Policy*

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The new policy will take effect autumn quarter 2014, and will make two noteworthy changes to the previous policy, as outlined below. These changes are specific to hires in the Schedule 1 job class codes; they are not applicable to Schedule 2 job class codes. For Schedule 3, the hiring department is encouraged to consult with the Graduate School office of Fellowships and Assistantships at [gradappt@uw.edu](mailto:gradappt@uw.edu) before posting position advertisements. See these links

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<sup>1</sup> This section was amended on August 18, 2016 to clarify the scope of the brief.

<sup>2</sup> “Course fee payment” is the contribution from a central administrative budget to fees charged (in lieu of tuition) to students in fee-based programs. Since tuition is defined by RCW 28B.15.020 as the “fees charged students...which consist of ‘building fees’ ... and ‘operating fees,’” fee-based program revenues (which are not recorded as building or operating fees) are not referred to as “tuition.”

for information from The Graduate School about the definitions of [TA/RA Salary Schedules](#) and job class codes in the [Regular Salary Schedules](#).

The two noteworthy policy changes are as follows:

- **The hiring unit is now responsible for paying the “remaining balance”** of any graduate students matriculated in fee-based degree programs that it employs as TAs, RAs, or SAs—regardless of budget type. It is no longer the graduate students’ responsibility to cover their remaining balance.
- **After June 30, 2015 (the end of FY15), the hiring unit will be responsible for covering the course fee payments** for any graduate students matriculated in a fee-based degree program who it employs as **TAs paid by a state budget**. Until then, however, OPB will continue to cover course fee payments for these students (assuming all additional criteria, as describe later in this brief, have been met).

Beyond these two changes, the policy remains the same. The table below summarizes the funding to be provided under the new policy for graduate students matriculated in fee-based programs who are employed as TAs, RAs, or SAs:

Scenario	For graduate students matriculated in fee-based degree programs who are...	Course Fee Payments will be paid...	The Remaining Balance must be paid...
1	Employed as <b>TAs</b> paid by a <b>state</b> budget  (including those concurrently enrolled in state-funded courses)†	By <b>CENTRAL FUNDS</b> to the student's home fee-based degree program (assuming additional eligibility criteria, described below, are met) for FY15.*	By the <b>HIRING UNIT</b> to the student's home fee-based degree program using appropriate hiring unit funds.
2	Employed as <b>TAs</b> paid by a <b>non-state</b> budget OR Employed as <b>RAs</b> or <b>SAs</b> paid by either a state or non-state budget	By the <b>HIRING UNIT</b> to the student's home fee-based degree program using appropriate hiring unit funds.	

† Graduate students cannot receive a tuition waiver *and* a course fee payment in the same quarter.

\* *Once again, it is important to note that central funds will only be deployed for equivalent Resident Tier I operating and technology fees for **FY15 only**. After June 30, 2015, the hiring department will be responsible for covering these fees.*

***Policy Details***

***Scenario 1: Graduate students matriculated in fee-based degree programs who are employed as TAs paid by a STATE budget***

As with the previous policy, course fee payments (equivalent to Resident Tier I operating fee plus technology fee) will be provided from a **CENTRAL** administrative budget when the graduate student matches all the following criteria:

<b>PROGRAM ENROLLMENT</b>	Must be matriculated in a graduate fee-based degree program		
<b>EMPLOYMENT TYPE</b>	<b>Teaching Assistant</b>	<b>Predocctoral Instructor</b>	<b>Predocctoral Lecturer</b>
<b>Job Class</b>	0815, 0816, 0817	0804	0805
<b>Appointment Purpose</b>	Appointment must be in support of a specific course that is funded by a state budget.		
<b>SALARY FUNDING</b>	Must be paid from a state General Operating Fund (GOF) budget (budget type-class 01-xx), during summer quarter a 19-xxxx budget is acceptable.		
<b>REGISTRATION</b>	Must be enrolled for at least 10 credits during the quarter of appointment, two credits during summer quarter.		
<b>EMPLOYMENT</b>	Must be employed at least 50 percent FTE in at least five of the six pay periods during the quarter, two consecutive payperiods during summer quarter.		

If a graduate student matches the above criteria AND is **concurrently enrolled in fee-based and state-supported** majors, s/he cannot receive a tuition waiver *and* a course fee payment in the same quarter.

**After June 30, 2015, the HIRING department must cover these students’ course fee payments instead.**

See “Procedures” at the end of this document for the course fee payment authorization process.

All conditions of employment shall be consistent with the provisions of the UW/UAW Contract and Graduate School policies established in Executive (UW Presidential) Order 28.

**Scenario 2: Graduate students matriculated in fee-based degree programs who are employed as TAs paid by a NON-STATE budget or as RAs or SAs (regardless of budget type)**

As with the previous policy, **course fee payments from a central administrative budget are NOT available** for graduate students matriculated in fee-based degree programs who are employed as:

- TAs paid by a *non*-state budget (grant, gift, DOF-RCR, DOF-LFA, self-sustaining, etc.),
- RAs (job codes 0844, 0845, 0846, and 0847), or
- SAs (job codes 0855, 0856, and 0857).

For these appointments, the course fee payment will continue to be provided by the HIRING department.<sup>3</sup> The hiring department will process a course fee payment letter to be sent directly to UW Professional & Continuing Education Registration—similar to the process described in the “Procedures” section below, which articulates the payment of course fees directly from the appointing department budget or other appropriate unit funding sources.

**In addition to covering these students’ course fee payments, under the new policy the HIRING department is also responsible for covering their “remaining balances.”**

All conditions of employment shall be consistent with the provisions of the UW/UAW Contract and Graduate School policies established in Executive (UW Presidential) Order 28.

<sup>3</sup> Note, again, that this does not include other student-required fees (Services & Activities Fee, IMA Bond Fee, Facilities Renovation Fee or U-PASS Fee).

### *Procedures*

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To receive the OPB course fee payment authorization for students who meet the criteria of Scenarios 1 above, the financial administrator of the college, school, or other hiring person at the department level will:

- Complete the form at this link:  
<http://opb.washington.edu/sites/default/files/opb/Budget/CourseFeePaymentRequest.pdf>
- Select the link for “Course Fee Payment Request Form”), and
- After completing, submit to OPB via email to [budget@uw.edu](mailto:budget@uw.edu).

Upon receipt of the request, OPB will prepare a memo authorizing payment from a central administrative budget to UW Professional & Continuing Education Registration with copies to the college or school, and department. The student will inform UW Professional & Continuing Education staff of the authorization letter at the time of registration. Approval is granted on a quarterly basis and the hiring department can assume that subsequent quarter requests will be approved for 9-month Teaching Assistant appointments when the criteria for approval continues to be met. Requests should be submitted at least one week prior to the beginning of the quarter.