

# Graduate Student Tuition Support Policy

## POLICY STATEMENT

The policy describes the implementation procedures for the tuition support for graduate students who are appointed to eligible graduate student research and teaching positions (Graduate Assistantships, GShips).

## REASON FOR THE POLICY

Graduate student tuition support represents a significant contribution by the university to the education of graduate students. The tuition support is regulated by internal university policies based on federal and state laws.

## POLICY

### Definitions

Tuition support: A full or partial payment of the tuition that would normally be owed by a student.

Graduate Research Assistant (GRA): a graduate student employee who performs research related to the student's degree program in an academic department under the direction of a faculty member or authorized principal investigator.

Graduate Teaching Assistant (GTA): a graduate student employee whose primary responsibilities are of assisting a faculty member teaching a course with grading, course facilitation, office hours, and leading discussions.

Graduate Writing Assistant (GWA): a graduate student employee who serves as research and technical writing coach to other Chapman graduate students.

Graduate Student Instructor (GSI): a graduate student employee who serves as Instructor of Record and teaches undergraduate or graduate courses solo.

Tuition: Charges to a student for instructional and operating costs of the campus.

Doctoral academic degree programs: Non-professional doctoral academic programs (Ph.D., D.Sc.)

Principal Investigator (PI): an employee leading a sponsored project and responsible for all aspects of the project.

Tuition support benefit: a full or partial payment of tuition for graduate student employees in GRA, GTA, GWA, and GSI positions.

### I. Eligibility and Tuition Support Benefits

- A. Students must be enrolled in a doctoral academic degree program at Chapman University
- B. Students must be appointed to remission-eligible titles in accordance with

Chapman University's graduate student assistantship policies ([GShip Policies and Procedures Handbook](#))

- C. Students must be appointed to a single title (GRA, GTA, GWA, or GSI) at a minimum of 25% FTE to be eligible for the tuition support benefit. Students with dual appointments of less than 25% each in different titles (i.e., 10% GRA and 15% GWA) are not eligible for the tuition support as they have not met the minimum threshold requirement in a single title.

## II. Implementation of Tuition Support Benefits

- A. Tuition support is provided only for the term of the given appointment and can only be used to pay the actual tuition charged.
- B. Tuition support benefits cannot be “banked” or “rolled over” to subsequent enrollment terms under any circumstances nor applied retroactively to a prior enrollment term.
- C. Students do not receive the cash equivalent of the tuition support if their tuition are paid by another award, fellowship, or grant.
- D. For students receiving more than one type of award that is intended to pay tuition: When multiple types of awards are credited against a student's tuition, the following order is used to determine which award is applied first: (1) All extramural awards, fellowships, scholarships, (2) GRA appointment benefits, (3) GWA, GTA, and GSI appointment benefits, (4) College/Department awards and fellowships (such as a program-specific budgeted tuition discount), (5) Student loans, (6) Student payments. In any case, designated tuition support funds should be used before the operating funds.
- E. For dual appointments (i.e., student has a 25% GRA & 25% GTA appointment): If a student has at least one remission-qualifying appointment, as well as a secondary appointment, the tuition support will be split proportionally to each salary fund source based on the distribution of salary expense.
- F. The tuition support benefit for graduate students appointed to an eligible position for less than a full term is prorated depending on the length of time that the appointment is active:

Appointments active for:	Student receives:
The full term (4 months in fall or spring terms) or more (interterm and summer):	Full tuition support attached to their appointment for the term of appointment.
3 months of 4-months term:	3/4 of the tuition support for the term, not to exceed amount charged by the Student Business Services.
2 months of 4-months term:	1/2 of the tuition support for the term, not to exceed amount charged by the Student Business Services.
1 month of 4-months term:	1/4 of the tuition support for the term, not to exceed amount charged by the Student Business Services.

- G. Students enrolled in semester graduate programs with eligible appointments in (1) a program with the trimester schedule or (2) summer or interterm semesters, tuition support is applied as follows:

Semester students employed in	Tuition support is equal to	Tuition support is posted to
fall trimester:	one semester of graduate student employee tuition support.	fall semester.
<u>either</u> spring or summer trimester:	one semester of graduate student employee tuition support.	spring semester.
<u>both</u> spring and summer trimester:	two semesters of graduate student employee tuition support, but cannot exceed total tuition charged to the student for spring and summer semesters.	spring semester and (if applicable) the summer semester.
fall, spring, and summer trimesters:	three semesters of graduate student employee tuition support, but cannot exceed the total tuition charged to the student for the fall, spring, and summer semesters.	distributed across fall, spring, and summer semesters until the tuition support benefit is depleted.
interterm and/or summer semesters only:	one interterm or summer semester of graduate student employee tuition support.	the semester when the student has GShip appointment.
three or more terms (fall, interterm, spring, and/or summer) in one academic year:	three semesters of graduate student employee tuition support, but cannot exceed the total tuition charged to the student for fall, spring, and summer semesters.	distributed across fall, spring, and summer semesters until the tuition support benefit is depleted.

- H. Students on an approved and paid administrative, investigatory, or medical leave from their GShip appointment continue to be eligible for the tuition support benefits associated with their qualifying appointment. Students on such leave shall not have their tuition support prorated or otherwise reduced.
- I. All tuition support cease when a student voluntarily or involuntarily separates from employment with the University (according to the section II.F). Tuition support will not be reinstated unless the graduate student employee returns to regular paid GShip status.
- J. Students with an approved exception for eligibility for GShip appointment to a qualifying position are eligible for tuition support benefit.
- K. Students in the programs where summer is not a required term must have a summer GShip appointment to be eligible for tuition support benefits in the summer term.
- L. Tuition support benefit does not cover course materials fees, candidacy fees, or other campus charges incurred voluntarily or involuntarily that are not explicitly noted in this policy.
- M. Tuition reductions for graduate education are excludable from taxable income if they are provided by the university to a graduate student performing teaching or research activities for the university (IRS Code §117). Therefore, if a Graduate Student Assistant performs activities other than the teaching or research, but still receives tuition support, this may be considered a taxable income.

### III. Tuition Support Funding Source

#### A. Requirements

1. Consistent with [Uniform Guidance 2CFR200, subpart E, section 200.466](#), all eligible students receive tuition support benefits accorded by their GShip appointment regardless of the funding source for their appointment.
2. Tuition support is based on the tuition rate applicable during the term of a qualifying GShip appointment.
3. GRA tuition support benefits are paid by the salary source of the appointment; GTA, GWA, and GSI remission benefits are paid by the University or by the college/department/program of GTA, GWA, or GSI appointment.

#### B. Diversion of Tuition Support for GShip appointments

When the fund source does not allow for tuition support payment or limits the amount of the tuition support, it is the responsibility of the hiring department to initiate a diversion of the tuition support or part of it to an allowable fund source. The hiring department must divert the tuition support or part of it only if one of the following circumstances apply:

1. If a granting agency, or a specific funding source, requires a student be hired as a GRA, but does not permit tuition to be charged, the tuition support must be diverted to a program- or department-controlled fund source where the tuition is allowable (e.g., gift account, research and education fund, indirect cost fund, etc.). Information regarding agencies that do not permit tuition support is available from the Office of Research and Graduate Education. Documentation that the tuition support is not allowable must be provided with the request.
2. If a student is hired as a GRA on a non-federal fund source and the budget is insufficient to fund the tuition support benefit, that expense may be diverted to another allowable non-federal fund source where the tuition is allowable (e.g., gift account, research and education fund, indirect cost fund, etc.). It is the responsibility of the PI to budget the tuition support for a reasonable number of the GRAs supported on any grant or contract application (see section IV). This reason should be utilized rarely as faculty are expected to include the tuition costs in the grant proposal budget.

If either of these circumstances (III.B.1 or III.B.2) applies, the hiring department must submit the request for the funding source change of the tuition benefit as described below; if neither of these circumstances is applicable, then the tuition support may not be diverted from the salary fund source.

If an alternative, non-federal fund source is to be used for the diversion, the substitution does not require approval of the student's graduate program, and the request form can be submitted directly to Graduate Education. If graduate program or department/college funds are to be used, the substitution requires endorsement by the graduate program Director / Associate Dean and the Dean before being submitted to Graduate Education for approval.

Substitutions will be processed by Graduate Education based on the substitution request form that is submitted and approved. Approved substitutions are processed at the end of the term requested after all charges are confirmed.

#### **IV. Accountability for Tuition Support on Contracts and Grants**

Applications for contracts and grants that involve effort of a graduate student must include a separate direct cost budget item for "Tuition." This item includes all tuition support charges for which a qualifying GShip appointment of a graduate student is expected to be incurred at 50% or at a level contingent with the federal and/or funding agency regulations, but not exceeding 50% of the total tuition costs, the remaining part of the tuition costs are cost shared by the University; PI's should

take the tuition costs into account on multi-year budgets which involve graduate students. The amount budgeted for tuition support should be the estimated cost of tuition for the coming fiscal year, as indicated on the Student Business Services website:

<https://www.chapman.edu/students/tuition-and-aid/SBS/tuition-and-services/index.aspx>

This expense is treated as a direct cost, but, depending on agency-specific policies, is generally not part of the direct cost base upon which the indirect costs are calculated.

#### **v. Termination of Qualifying Appointment During an Academic Term**

When a graduate student’s qualifying appointment is terminated before the end of the term, voluntarily or involuntarily, the student becomes financially liable for a portion of the tuition and fees for that term. However, students do receive tuition support in proportion to the time they were employed. To simplify the process, the tuition support benchmarks are tied to monthly periods for each term; in all cases, “rounding” should favor the student. In no case is the tuition support to exceed the tuition and fees billed to the student account.

Adjustment schedule for the tuition support benefits for appointments shorter than the term duration:

Termination during a period from the first day of term – the last day of Month 1	Student receives 1/4 of the tuition support for the term, not to exceed fees charged by the Registrar
Termination during a period from the first day of Month 2 – last day of Month 2	Student receives 1/2 of the tuition support for the term, not to exceed fees charged by the Registrar
Termination during a period from the first day of Month 3 – last day of Month 3	Student receives 3/4 of the tuition support attached to their appointment.
Termination during a period from the first day of Month 4 – last day of Month 4	Student receives full tuition support attached to their appointment.

The hiring unit or graduate program has the discretion to fully fund the tuition and fees due after the appointment is terminated before the end of an academic term; however, the payment must be issued via a fellowship and cannot be paid from a sponsored fund source as the student is no longer appointed to an eligible employment title.

**VI. Related Policies and Procedures**

A. Chapman University Non-Tuition Fellowships.

Per the authority of the Chapman University Office of the Provost, tuition is waived for doctoral students receiving Chapman University Provost Dissertation Non-Tuition Fellowship.

Information regarding the Chapman University Provost Dissertation Non-Tuition Fellowship for doctoral students can be found [here](#).

B. Non-Tuition Fellowships awarded by the departments and programs.

Graduate students who do not have a qualifying GShip appointment, but are awarded by their programs, departments, or colleges with Non-Tuition Fellowship in a monetary amount equivalent to or above 25% FTE in a GShip, receive the tuition waiver. It is the responsibility of the hiring department or program to identify an allowable fund source for the tuition waiver.

Graduate students who do have a qualifying GShip appointment and, in addition, are awarded by their programs, departments, or colleges with Non-Tuition Fellowship are eligible for the remission in accordance with Section I(B).

**OFFICE RESPONSIBLE FOR THE POLICY:**

Name of Office: Office Of Research and Graduate Education

Contact information for questions about this policy: [graded@chapman.edu](mailto:graded@chapman.edu)

**WEBSITE ADDRESS FOR THIS POLICY**

**WHO APPROVED THIS POLICY**

Senior Staff member submitting the policy: Martina Nieswandt, Vice President for Research & Graduate Education

Date approved:

[Signed]



President, Chapman University

**PUBLICATION DATES**

Effective:

## RELATED MATERIALS

### Further Information

- A. [GShip Policies and Procedures Handbook](#)
- B. [Tuition and Fees – Student Business Services](#)
- C. [IRS guidance/analysis – a gross income and tuition reduction and remission, including the graduate tuition remission.](#)
- D. [NIH grant policy - 2.3.7.9: Graduate Student Compensation.](#)



## Exhibit A

### Tuition Support Reference Guide

GShip Title	Student Program	Eligibility	Benefit
GRA GTA GWA GSI	Doctoral Academic (Ph.D., D.Sc.)	<ol style="list-style-type: none"> <li>1. GShip eligibility requirements are met, and</li> <li>2. At least one appointment is 25% FTE or more, and</li> <li>3. Appointment begins by the end of the first full month of the term (unless a replacement GTA or GSI, refer to section II.F).</li> </ol>	<b>Tuition Support</b>
<b>No tuition support</b>		<ol style="list-style-type: none"> <li>1. Enrollment in a graduate program other than Ph.D. or D.Sc.; or</li> <li>2. Eligibility requirements for appointment not met and a petition for an exception has not been submitted or has not been approved; or</li> <li>3. Appointment is 0-20% FTE (unless combined with another academic appointment of 25% FTE or more); or</li> <li>4. Appointment is for the interterm or summer term only.</li> </ol>	
<b>No tuition support</b>		There is no support of document fees, course materials fees, candidacy fees, or other campus charges incurred voluntarily or involuntarily.	

- **Students receiving more than one type of award that is intended to pay tuition** - the sequence below is followed regarding what award is in the first position to pay tuition support: (1) All extramural awards, fellowships, scholarships, (2) GRA appointment benefits, (3) GWA, GTA, and GSI appointment benefits, (4) College or Department awards and fellowships (such as a program-specific budgeted tuition discount), (5) Student loans, (6) Student payments.
- **Dual appointments (e.g., a student has a 25% GRA & 25% GTA appointment)** - If a student has two appointments, and at least one appointment is eligible for the tuition support benefit, the tuition support will be split proportionally to each fund source based on the distribution of salary expense.