Graduate Student
TUITION WAIVERS
Everything you ever wanted to know and more!

Office of Fellowships and Awards
November 19, 2013
After the webinar the issue came up about waivers on the Bothell and Tacoma campuses. The 3% need / 1% merit waiver funds are allocated to each campus for undergraduate and graduate students. The 3% need waivers are handled through the Financial Aid office. Policy regarding the use of 1% merit waivers is determined by each campus. So units on the Bothell and Tacoma campuses would not be eligible to request GO-MAP Tuition Waivers or the Fellowship General Tuition Waivers—they would follow procedures for their campus. Otherwise all information in this PowerPoint applies to all three campuses.
What will this cover?

- What are tuition waivers?
- What are the types of tuition waivers?
- Where do the waivers come from?
- When are students eligible to receive waivers?
- How do students receive waivers?
- When can departments request waivers?
When we use the term “tuition”, it is the collection of fees charged to students, including, but not limited to:

- Operating fee;
- Building fee;
- Technology fee;
- Services & Activities fee; and
- IMA Bond Fee.

Tuition rates can be found on the Planning & Budgeting website: [http://opb.washington.edu/content/uw-tuition-and-fees](http://opb.washington.edu/content/uw-tuition-and-fees)
The term “waiver” is often used inaccurately.

Waivers are when tuition is not collected; it is foregone revenue by the University and, now in the world of ABB, the college/school/unit.

- International student waivers
- ASE (RA/TA/SA) waivers
- NRD waivers

Some “waivers” are not true waivers—tuition charges are collected.

- Graduate School merit waivers
- Resident tuition charged to budget (e.g., RA on a grant budget)

For the purposes of this discussion, “waiver” means either type.
* Programs (and students) often use the term tuition interchangeably for either state tuition or fee-based programs, but there is a fundamental difference about how costs are charged and collected.

* Tuition waivers are available only to state tuition programs.

* Fee-based programs are collecting per-credit fees and are therefore not eligible for tuition waivers.

* Students are often not aware of the difference, so it’s important to be explicit when talking about payment (or waiver) of tuition and fees (e.g., when hiring students—especially from outside your department).
What allows us to waive tuition?

* State legislation

* The state institutions are allowed to waive up to a certain percentage of operating fee revenue. For the UW, that total is currently 21 percent.

* There are many categories of eligibility for waivers—including active duty military, veterans, ASEs (RA/SA/TAs), UW employees. (see 2009 Planning & Budgeting brief on tuition waivers; [http://opb.washington.edu/sites/default/files/opb/Policy/P%26B%20Brief%20-%20UW%20Tuition%20Waivers.pdf](http://opb.washington.edu/sites/default/files/opb/Policy/P%26B%20Brief%20-%20UW%20Tuition%20Waivers.pdf)

* One of the categories is 3% need/1% merit. This category is for both undergraduate and graduate students; 3% of this pool is used to support low-income students and 1% is used for merit aid. The 1% portion for graduate students is managed by the Graduate School, and is what we refer to when we say “Graduate School Waivers” or “merit waivers.”

* For this discussion we are focused on waivers for ASE positions or from the Graduate School.
Types of waivers

* **Non-Resident Differential Waiver (NRD)**
  - Waiver of the non-resident portion of tuition
  - Waived centrally and not charged to budget

* **Resident Waiver**
  - This may be a waiver of the operating fee and technology fee *or*
  - This may be a waiver of all fees except for U-PASS
  - Sometimes charged to payroll distribution budget, sometimes waived centrally.
How do students get waivers?

* There are a variety of ways that students can receive a full or partial waiver of tuition, including:
  • Employment
    ▪ ASE
  • Fellowships/Stipends
  • Graduate School
* ASEs (RA/TA/SA) who are in eligible positions receive waivers for:
  • Non-Resident Differential (NRD)
  • Resident tuition (operating fee and technology fee)

* Eligibility:  [http://www.grad.washington.edu/students/fa/administeringassistantships.shtml](http://www.grad.washington.edu/students/fa/administeringassistantships.shtml)
  • 50% FTE
  • 5 out of the 6 pay periods of the quarter
  • Paid through UW payroll on Schedule 1
  • Enrolled full-time (10 credits)

* If eligible, waivers are placed automatically on students’ accounts.

* Who Pays?
  • If ASE on GOF budget, the resident tuition is waived (not collected)—no budget charge
  • If ASE on other budgets (e.g., grants), the resident tuition is charged to the payroll distribution budget.
* Fellowships provide non-service funding for students (i.e., they do not have to “work” in the department or for a professor—the funding is to assist them in their studies)

* Traineeships can be either service or non-service and provide a monthly stipend.

* **NRD waivers** are placed automatically if these conditions are met:
  • Stipend is at least $500 per month
  • 5 out of the 6 pay periods in a quarter
  • Paid through UW payroll
  • Student is enrolled full-time (10 credits)

* **Resident waivers** are NOT automatically provided with fellowships. They generally are provided for traineeships at varying levels.
The Graduate School manages waivers from two sources:

1. **International Student waivers**
2. **1% Merit waivers**
International Student Waivers


* The Office of Global Affairs manages 70 quarters of waivers and the Graduate School Fellowships Office manages the remaining 210.

* Requests for these waivers must be made by the department in MyGradProgram.

* There are no set deadlines—you can request throughout the year.

* We don’t have limits or quotas for departments, but we do try to make sure all departments have opportunities, so we may postpone awarding/denying if you have already received a number of waivers.

* You are requesting for a specific student; if that student does not attend the UW or receives other funding, the waiver returns to the Graduate School.
* Students are limited to **3 quarters of waivers during their UW career**. There are exceptions for students receiving funding from certain programs (i.e., Fulbright).

* If you know that you will be offering admission to an international student, you can request waivers prior to offering admission; if the request is approved you can include the waivers in the offer package.

* These waivers are not entered on the students’ accounts automatically, they are done manually in the Office of Fellowships and Awards.

* These waivers cover all fees except the Technology Fee and the U-PASS.

* These waivers are not charged to the department budget.

* Cannot be used for summer quarter.
International Student Tuition Waivers

Definition and Policy

The State of Washington has made 300 quarters of tuition waivers available to support international student exchanges and international students with the primary emphasis of creating international opportunities for Washington residents. Tuition waivers for international graduate students who attend the University of Washington as part of a degree program, or as part of a specialized fellowship program like Fulbright, are managed by the Office of Fellowships and Awards in the Graduate School. Tuition waivers for international students who visit the UW as part of a formal exchange are managed by the Office of International Programs and Exchanges. Note: Formal exchanges of students between the UW and international partners are established by bilateral, signed Agreements on Student Exchange.

Formal Exchanges (undergraduate and graduate students)

For information about undergraduate waivers and waivers for graduate students on formal exchanges, contact the Office of International Programs and Exchanges: ipexapp@uw.edu.

Graduate Student Waivers

Awards through the Graduate School will be made on a rolling basis throughout the year. Preference is given in these areas:

1. Students who are sponsored and financially assisted by recognized international education programs (e.g., Fulbright).
2. Recruitment and retention of international students for graduate-level study, especially to support international students from countries under-represented at the UW. Tuition waivers can be used to support up to one year of Master's or Ph.D coursework.
International Graduate Student Tuition Waiver Request

Submit a request for International Graduate Student Tuition Waiver Request:

Student number: [Look up number]

Academic Quarters and Waiver Type

Specify resident and non-resident tuition amount for each quarter requested. For reference see UW Office of Planning and Budgeting Tuition Schedules.

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<th>Quarter/Years</th>
<th>Resident Portion $ Amount</th>
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Contact information has been automatically associated with the request. If this request is being submitted on behalf of a different individual, enter their contact information in the "Requestor" fields. The decision email will be sent to the address entered below.

Requestor first name
Requestor last name
Requestor email address (award decision email will go to this address)

Justification Statement

Please address:

1. Reason the waiver is needed
2. How does the use of this waiver contribute to the mission of the UW and the department?
3. How does the use of this waiver benefit the state of Washington?

Request status: [Pending]

Award Comments

Submit Request!
1% merit pool/Graduate School waivers

These are managed by Fellowships & Awards and by GO-MAP.

* These waivers come from a budget with a set amount, so our capacity to assist is limited.

* Waivers are entered on the students’ accounts manually by GO-MAP or Fellowships and Awards. NOTE: Because it is manual we often don’t finish entering waivers until late in the second week of the quarter; if one of your students is receiving financial aid (which will get taken to pay for tuition until the waiver is on) and needs the waiver on sooner rather than later, please let Fellowships know.

* These waivers cover all fees except for U-PASS, unless the approval is for only a portion of the tuition.

* These waivers are not charged to the department budget.
These are used to support students who have been awarded funding:

- Graduate School fellowships, (e.g., Gatzert, Huckabay, Presidential Dissertation)
- Graduate School Top Scholar (tuition waiver awards and fellowships)
- Graduate School GO-MAP Diversity Fellowships (e.g., Bank of America)
- Some outside awards that require the institution to pay a portion of the tuition (e.g., NSF GRFP) [Seattle campus only—Bothell & Tacoma have their own policies & procedures]
- GO-MAP Tuition Awards ** ([http://www.grad.washington.edu/gomap/tuition.shtml](http://www.grad.washington.edu/gomap/tuition.shtml)) [Seattle campus only—Bothell & Tacoma have their own policies & procedures]
- Significant outside fellowship funding awarded directly to the student (e.g., AAUW, NIH F31, ACLS) ** [http://www.grad.washington.edu/waiver.shtml](http://www.grad.washington.edu/waiver.shtml) [Seattle campus only—Bothell & Tacoma have their own policies and procedures]

**Requests for these waivers are made by the department in MyGradProgram.
GO-MAP Tuition Awards Nomination Guidelines

Call for Nominations

GO-MAP has available a limited number of tuition awards to assist departments in the recruitment and retention of underrepresented graduate students. GO-MAP Tuition Awards range from full tuition support to a partial or quarterly award. Awards are for one year only. Departments may request a renewal, however priority will be given to those students who have not previously benefited from GO-MAP support.

To be considered for a GO-MAP Tuition award, students must be nominated by the Chair, Grad Program Coordinator, or other designee for their college/department. If a program expects to nominate 2 or more students, requests should be submitted at one time and indicate departmental preference. While there is no individual student application, students may submit a separate supplemental statement addressing factors not described in the department’s nomination letter.

Letters of nomination for GO-MAP Tuition Awards should address:

- MERIT: academic scholarship, or progress in program if a current student. (admissions profile, what factors influenced your admission of this student, is student receiving competitive offers, if so, please indicate, is student making satisfactory progress, etc.).
- DIVERSITY: how will this student add to the diversity of your program. (What diverse perspectives will they bring to your program, either by past experiences and achievements or by the scholarship they wish to pursue, number of underrepresented students in your program, in the field in general, etc.).
- FINANCIAL NEED: Please advise students to submit the FAFSA (Free Application for Federal Student Aid) as this is required by the UW to determine financial need. In your letter of nomination please indicate the department’s current and future funding plan for the student; what departmental resources are being committed to the student, are there unique circumstances that add to the student’s need (dependents, medical expenses, day care costs), etc.

If more than one student is nominated, please rank them in order of departmental preference.

Letters of nomination should come from the Dean, Department Chair or Graduate Program Coordinator and be addressed to Cynthia Morales, Assistant Director, GO-MAP. Questions? Contact: cmorales@u.washington.edu

Cynthia A. Morales
Assistant Director, GO-MAP
General Tuition Waivers

Discretionary Tuition Waivers

The Graduate School has a very limited supply of discretionary tuition waivers for which restrictions such as appointment/stipend levels, enrollment, etc., do not necessarily apply. This kind of support may be available under these types of circumstances:

1. A student who has been awarded a nationally competitive, significantly funded, fellowship that does not provide tuition support.
2. A fellowship for which the Graduate School has already agreed to provide a tuition waiver.
3. Special circumstances that require assistance in the form of a tuition waiver (e.g., matching commitments for grant proposals, or negotiating a private fellowship that requires a waiver).

How To Request Waivers

- **Specific Students.** Requests for waivers associated with specific students (#1 and #2 above) go into MyGradProgram; click on “View Admin”; click on “GSFEI”; click on “Request an Award”; click on “General Tuition Waiver”; and complete the request form.
- **Unspecified Students.** Requests for waivers for unspecified students (#3 above) do not go through MyGradProgram. The request is made by contacting the Office of Fellowships and Awards at gradappt@uw.edu. If the request to provide waivers for the grant or fellowship is approved; when the recipients are identified the MyGradProgram process is used to request the waiver for the specific student.

Please note this request process IS NOT for:

- Tuition waivers for Academic Student Employee appointments (e.g., TAs, RAs, SAs). Those waivers are provided automatically through Student Fiscal Services. Please contact their office with any questions regarding waivers for such students.
- Tuition waivers for GO-MAP. To request a GO-MAP waiver: go into MyGradProgram; under “View Admin” go to GSFEI; click on “Request an Award”; click on “GO-MAP Tuition Award.”
- Non-Resident Differential (NRD) tuition waivers. NRD waivers are automatically provided to a student who has an eligible payroll appointment. For more information, please go to: “Administering Fellowships” page or contact the Fellowships and Awards office at gradappt@uw.edu or 206.543.7152.
Submit a request for Other Graduate Student Tuition Waiver Request:

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Requestor first name
Requestor last name
Requestor email address (award decision email will go to this address)
Requestor mailing address
Justification Statement

Request status: Pending
Award Comments

Submit Request
Troubleshooting ASE Waivers

* If a waiver for an RA/SA/TA did not disburse:

1. Make sure that *both* the student number and Social Security number are in the student record (SDB) and OPUS;

2. Make sure there is an active and eligible appointment in OPUS;

3. Make sure the student is registered full-time;

4. Contact Fellowships to see if we can determine if there is any problem;

5. Contact Student Fiscal Services to determine why the waiver did not pay.
Waivers are entered during the first two weeks of the quarter; if the waiver is not on the account by the beginning of the third week of the quarter:

1. Make sure the student is registered full-time.
2. Contact Fellowships
Troubleshooting Merit Waivers

Waivers are entered during the first two weeks of the quarter; if the waiver is not on the account by the beginning of the third week of the quarter:

1. Make sure the student is registered full-time
2. Contact Fellowships
1. A waiver (either NRD or resident) was on the account and inexplicably disappeared.
   * Make sure the student hasn’t dropped below full-time enrollment. If they lose eligibility, the waivers are removed from the account.

2. It looks like the wrong amount was put on the student’s account.
   * Check with Fellowships; sometimes other payments going in and out can change things or the waiver pays differently than the student expected.
QUESTIONS?