The University of Montana Graduate School

New Tuition Waiver Processes & Policies

By Mary Kamensky
Policy Change - Wages

Current G.S. TA wages Budget

General Fund

Graduate School

- SOBA
- J. School
- BMED
- School of Ed.
- Forestry
- Vis. & Perf. Arts
- Law
- CAS Depts.
Policy Change - Wages

TA Wages Budget beginning Fall 2013

General Fund

SOBA  J. School  BMED  School of Ed.  Forestry  Vis. & Perf. Arts  Law  CAS
Effective July 1, 2012

- New Tuition Waiver accounts are being established for:
  - Biomedical Sciences (MPHW01)
  - College of Forestry and Conservation (MFRW01)
  - College of Visual and Performing Arts (new TARA codes)
  - Journalism School (MJNW01)
  - Law School (new TARA codes)
  - School of Education (MEDW01)
  - School of Business (MBUW01)
Current G.S. waiver budget

- General Fund
- Graduate School (MGSW01)
  - SOBA
  - J. School
  - BMED
  - School of Ed.
  - Forestry
  - Vis. & Perf. Arts
  - Law
  - CAS departments
Policy Change - Waivers

Waiver Budget beginning July 1, 2012

• Programs will receive waivers based on 12 credit enrollment.
• The funding for 12 credits is only the waiver money from the G.S.
• Any unused G.S. money in the waiver accounts will be returned to The Provost’s Office before the end of the fiscal year
• Our understanding is that there will be no exceptions
Processes That Will Not Change

- TARA remains exactly the same – forms and instructions on G.S. web site. G.S. responsibility to approve TARA requests & change residency in Banner.
- The G.S. will still control the resignation process - forms and instructions on G.S. web site.
Verify residency
Check G.P.A.
Check that exemption codes are on contracts (not accuracy of codes)
- Contracts without exemption codes will be returned
Make 4 copies of contract
- Copies will go to G.S., H.R., Fin. Aid, 2 copies to Department
Process Changes for Programs

- New index codes for tuition waivers—will be put on the drop down on the TA/RA contract
  - Financial officers in each unit will have correct codes
- Routing instructions will be different (TBA) - on G.S. web site
- All contracts must have exemption codes
  - Financial officers will have correct exemption codes
What is an exemption code?

Student Receivables

Financial Aid → CyberBear → Banner Finance

Exemption Code
Problem Solving

- After the transition to new waiver accounts is complete G.S. will no longer solve student issues with tuition fee waivers.
- G.S. will provide support and training to programs to prepare you for solving these problems during academic year 12-13.
Law School – Becky Garner
J. School – Kathleen Whetzel
CAS – Dawn Slama
SOBA – Kathy White; Dawn Hambrick
Forestry – Lisa Arends
Vis. & Perf. Arts - ?
Programs & Financial Officers

Next Step

- BMED – Leah Boehler; Maggie Westcott; Paulette Jones; Heidi Holzer; Heather Mincey; Tim Edwards; Margaret Bachmeier
- School of Ed. – Chelsea Rayfield; Trudi Garner; Susie Pettinger; Debbie Breneman; Patty Englen
Meeting Agenda

- Routing Instructions within units
- Revising the contract
- Banner access
- Tracking tuition waivers - reports
- Problem solving – F.A. personnel
Meeting Agenda continued

- Summary award forms – F.A. personnel
- Problem solving training
- The tuition waiver journey
  - F.A. to CyberBear to Banner Finance
- TA wages budget
- Students on contracts dropping below 6 credits
- When are funds returned to Provost’s Office?
Contracts that can be processed now:
- CAS
- Contracts without tuition waivers

Contracts that can be processed starting July 1, 2012
- BMED
- J. School
- School of Ed.
- SOBA
- Forestry
- College of Visual and Perf. Arts
- Law
Thank you!

Questions