

**Processing Manual
Graduate Assistantships & Tuition Waivers
2023-2024**

NAU prohibits discrimination against or harassment of any individual on the basis of age, race, color, religion, sex, sexual orientation, national origin, physical or mental disability, or status as a Vietnam-era or special disabled veteran in our admissions, employment, and educational programs and activities. NAU's nondiscrimination policy complies with Arizona Board of Regents and NAU policy and with state and federal laws including the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. NAU's Safe Working and Learning Environment Policy addresses all types of discrimination and harassment prohibited by university policy.

NAU undertakes affirmative action for minorities, women, individuals with disabilities, and special disabled and Vietnam-era veterans as required by Executive Order 11246 as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended, and Section 503 of the Rehabilitation Act of 1973.

Inquiries about the application of these regulations or NAU's Safe Working and Learning Environment Policy can be directed to the Office of Equity and Access, NAU, PO Box 4083, Flagstaff, AZ 86011-4083 (928-523-3312, TTY 928-523-1006).

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Introduction/purpose

This document provides information about how to process graduate assistantships and graduate tuition waiver scholarships. For information about **policies** that apply to graduate assistants and fellowship

Timeline and Deadlines

[The Important Dates and Deadlines for Graduate Assistants and Coordinators](#) can be found on the Graduate College's forms website. This PDF will be updated semesterly and is a consistent resource for GAs and Coordinators.

Hiring Graduate Assistants

Please keep the following parameters in mind:

- All new hires, including those who have not worked for NAU in the last six months, must complete a new hire packet, including an I-9 verification. The new hire packet is initiated by the HR Service Team upon receiving a New Employee Onboarding ticket from the department.
- The [Appointment Letter Template](#) is the official notice of employment. Note, we will only accept the OnBase offer letter. Email GATW@nau.edu if you need to request an exception.
- Before a graduate assistant can receive a paycheck, the signed Letter of Appointment attached to the ePAR must be processed, routing through the Graduate College and the Office of Sponsored Projects if applicable (see process below).
- The average processing time (from receipt of e PAR with attached letter in the Graduate College to arrival in payroll) is 7-15 business days if the June 15 and November 15 processing deadlines are met.
- The Graduate College cannot request emergency paychecks so please process hiring paperwork well in advance to avoid causing undue financial hardship on students.
- 2 weeks after the Fall and Spring semester begin, open enrollment for Student Health Insurance closes, and no GAs are to be hired after that date, except in the case of administrative error. Students should be hired as student employees instead; more information about student positions can be found on the [Student Employment website](#).

The Process

Note: Master's students are not granted assistantships for more than two years, regardless of the source of the funding. Exceptions to this two-year limit may be made if students are progressing toward completing their degrees in a timely fashion but have been delayed through no fault of their own.

Advertise your graduate assistantships. Send open position announcements to GATW@nau.edu as e-mail attachments if you would like them to be posted on the Graduate College website. GSA positions should be advertised through the Graduate College in order to better highlight opportunities available that may not be program-specific.

1. Select your candidate from the applicant pool. The candidate must have a 3.0 GPA, be admitted to a degree program and not have any incomplete, D or F grades.
2. After selecting your candidate, submit the [Appointment Letter Template](#) via OnBase. – student is emailed the Offer Letter. Advise them to accept it via a desktop or laptop as this offer letter is not optimized for phone. Optional: Email the student Conditions of Appointment issued from your department (if using,) ask them to initial, return, and house internally within your unit. The OnBase offer letter contains Conditions of Appointment

within the acceptance form.

Note: You may not require any GA to sign an acceptance letter prior to April 15.

3. Student returns the Letter of Appointment and optional Conditions of Appointment to your department. Please ensure you are in receipt of them as quickly as possible once an offer is made.
4. Once the student has signed the offer letter via OnBase, download a PDF copy of the email you receive and initiate a New Employee Onboarding ticket. Be sure to include the PDF showing the student signed the offer letter. We encourage you to have as many letters signed and tickets submitted through your service team as possible prior to the end of the semester. Remember, the signed Letter of Appointment attached to the ePAR must be received before a student can receive a paycheck.
5. The HR Service Team will take care of any necessary pre-boarding work (new hire packet, background check, etc.) and will initiate an ePAR. The ePAR will be routed for a department level approval before being routed to the Graduate College. Note: before the department approver approves the ePAR, any comments requested in the steps below should be included.
6. The Assistantship Coordinator in the Graduate College reviews the E-Par and attached letter. Admission, residency, and academic status are verified and each appointment is reviewed for compliance. Letters which raise policy questions are referred to the Dean of the Graduate College for review. The Graduate College GA Coordinator changes residency for GAs to in-state for tuition purposes for the term of the offer if the student is a non-resident. Incomplete or incorrect information will be recycled back to the originator for corrections before it is forwarded again through the E-PAR process. If the student is 20-hour benefit eligible, whether they are accepting or decline health insurance will be recycled, as will 10-hour GAs who accept benefits. (10 hour GAs can purchase student health insurance as they are not eligible for the benefit.) If the GA will accept two 10-hour GAs in a semester they are considered benefit eligible; if this is the case, please include this in the ePAR comments.
7. If the assistantship is grant-funded, the ePAR is forwarded to Sponsored Projects to verify there is funding in the grant available for the stipend. Sponsored Projects requires a written explanation if the end date of the appointment exceeds the ending date of the grant and if there are not sufficient funds to cover the award. The principal investigator should include an explanation the grant is being extended or additional funds are anticipated if there are insufficient funds to cover the award. Any explanations related to grant funding should be added as a comment in the ePAR.
8. Once the Letter of Appointment has been reviewed, The Graduate College sends the benefit information (tuition waiver/GA tuition remission and insurance) to Financial Aid. The ePAR is routed to Payroll. The average processing time (from receipt of letter in the Graduate College to arrival in payroll) is 7-10 business days.¹ Additional time may be necessary if graduate assistant position is grant funded. See [Important Dates and Deadlines](#) for specific dates. Letters and waiver requests received after this date will result in processing delays for our students.
9. Instructions for Completing the Graduate Assistant [Letter of Appointment](#)
The Letter of Appointment is an official employment document. It is used to activate the following GA benefits:

¹ Please note: the 7-10 day timeline does not mean that an ePAR will be approved and executed within that time frame (or that a paycheck will be issued within that time frame). Please refer to the [payroll processing calendar](#) for details about ePAR approvals and paycheck issuance.

- Student health insurance (See Health Insurance Section for further details) Students should be advised to enroll or confirm enrollment in health insurance or they may have their insurance cancelled. Please note the Graduate College does not enroll students in the health insurance, we ensure it is paid for if requested. 20-hr appointment only
- Tuition remission
- Waiver of non-resident tuition for non-resident students.
 - Click the Letter of Appointment Template directly from the Graduate College website
 - Because it is an OnBase form and authenticates to the user, we are unable to send the hyperlink to you in a separate email. <https://nau.edu/graduate-college/forms/>
 - Appointment Letter Template

If the Appointment Letter does not have the Letterhead and is all white instead of the NAU colors as shown below, leave and try again or try a different browser. It will not send and complete unless it has the logo and color bars shown below. Other options are to clear cache or contact NAU ITS for assistance. Students must log into their LOUIE account when admitted to the university in order for a GA processor to pull up the student's contact information and send the letter.

GRAD – Employment Appointment



Initiator Information

Initiator User ID* abt8	Initiator Name* ANORA TILLMAN
Initiator Emplid* 2032932	Initiator Email* ANORA.TILLMAN@NAU.EDU
Department Number* 11320	Department Name* Graduate College

Student Information

Student User ID (abc123):*	Student Name*
Student Empl ID:*	Student Email:*
Student Plan Description	Student Plan
Verified Student GPA:*	

If the student is not in good academic standing, please contact GATW@nau.edu to request an exception for the student; DO NOT COMPLETE THIS FORM.

The person filling out the form is pre-filled. Once you input the student UserID, the student section, including GA, is pre-filled, and Page 2 of the form loads.

Position Details

Position Type: *

Position Number:

Fund Number: %*

Is this position safety security sensitive? *

Project Number

Appointment Information

Begin Date: *

Hours per week: *

End Date: *

Stipend: *

[Help](#)

Graduate Coordinator Information

Graduate Coordinator Search

First Name/Initial

Last Name

[Search](#)

[Show Help](#)

Graduate Coordinator Name: *

Graduate Coordinator Email: *

Based on today's date your recommended acceptance deadline is 03/10/2022. If this acceptance deadline date needs to be altered please update it in the field below.

Acceptance Deadline: *

Department Administrator Information

Department Administrator Search

First Name/Initial

Last Name

[Search](#)

[Show Help](#)

Department Administrator Name: *

Department Administrator Email *

[Submit](#)

Once you submit, the student receives a link to accept their offer. They must accept from a desktop or laptop. This form is not optimized for smartphone and will create an error.

Graduate College

This is an automated message from the NAU OnBase System. Please do not reply

Dear [Student's Name],

We are pleased to inform you that you have been offered a Graduate Assistantship with Northern Arizona University.

Please click on the following link on a desktop or laptop computer to review the offer and to accept or decline:

<https://onbase.nau.edu/appnet/docpop/docpop.aspx?docid=6869030&chksum=4ce647ed08cde26af40a9db2f7e07bf986d6bddaa37b3f5ce61967b0f3605d88>

Best wishes as you pursue your graduate studies. Please let us know if we can be of assistance in the future.

Best regards,

NAU Graduate College

When the student clicks the link on a desktop, the following page is displayed and will prompt the student to fill in their information and accept or decline their assistantship.

After the student accepts or declines, you will receive a confirmation email. Attached to the confirmation email is the PDF contract the student receives for their records.

Graduate College

This is an automated message from the NAU OnBaseDev System. Please do not reply

Hello,

The student listed below accepted your offer of the graduate assistantship on 06/24/2022. Please submit an ePAR to start the hiring process as soon as possible; ePARs may be submitted as early as May 1 for fall or November 1 for spring. The ePAR may be cancelled at any time. [Here](#) are instructions on how to submit an ePAR form. The attached offer letter PDF must be uploaded to the ePAR.

Graduate Assistantship Details:

Student ID (emplid): 1243689	Student Name: [REDACTED]
NAU Email: [REDACTED]	
Position Type: Graduate Teaching Assistant (00110)	
Begin Date: 6/30/2022	End Date: 7/20/2022
Hours Per Week: 10	Compensation: \$1,234.00
Position Number: 11111111	Is this position safety security sensitive: NO
Fund Number: 11	Fund Percentage: 11
Fund Number: 22	Fund Percentage: 89
Supervisor or Graduate Coordinator: [REDACTED]	
Form Initiator: [REDACTED]	Health Plan: ENROLLING

Please complete the ePAR for the student:

Thank you,
Graduate College

Graduate College

Dear [Student Name],

We have received your acceptance for the Graduate Teaching Assistant (00110) position beginning 8/23/2022 through 5/12/2023. Your appointment is for 20 hours per week with a financial compensation of \$17,000.00. Your supervisor or graduate coordinator is [Supervisor Name].

You are eligible for benefits based upon the following table:

Hours Worked Per Week	Benefits
10 - 19 hours per week	- 50% tuition remission - No health insurance
20 hours per week	- 100% tuition remission - Health insurance offered at no cost to you

Health Insurance Selection (if 20 hour benefit eligible) **ENROLLING**

Go to [Student Health Insurance Plan \(SHIP\) for instructions regarding enrollment.](#)

You have certified that you have read the [conditions of the assistantship](#). Your next steps are as follows:

- Enroll in a minimum of 9 units that will count toward your degree. Failure to do so will prevent your tuition from awarding without a signed exception form.
- Read the Graduate Assistantship, Traineeship, & Fellowship Policy Handbook located in [Graduate Forms](#). It is your responsibility to be knowledgeable of your rights and responsibilities.
- You must remain in *Good Academic Standing*, abide by conditions set forth in the [NAU Student Code of Conduct](#) and the [NAU Academic Integrity Policy](#).
- You may not work in any other capacity at NAU as long as you are employed as a 20-hour graduate assistant.
- Complete the Hire Packet with NAU Human Resources, if you have not worked for NAU in the last six months. Within 2 weeks, you should receive an email in your preferred email account that directs you to the online Hire Packet. Please contact your department if you do not receive this email notification.
You will be paid through the university payroll system and receive a paycheck every two weeks per the payroll schedule.
- Complete all [Human Resources Required Training](#) within 30 days of your start date. This is Mandatory.

- **International students:** please complete your Hire Packet at the Center for International Education when you arrive on campus.

Contact the Office of Student Financial Aid at nau.edu/FINAID if you have questions regarding the impact to your total financial aid package.

You are responsible for paying mandatory tuition fees by the tuition due date each semester or you will incur payment plan fees and late fees. Plan to check you statements on a monthly basis. For further information on tuition fees or due dates, please refer to nau.edu/SDAS

Finally, please check your NAU email on a regular basis as many departments on campus who may need to reach you for important and sometimes time-sensitive communications can only do so through your NAU email due to FERPA privacy restrictions.

We wish you the best as you pursue your graduate education. We are excited to work with you in your role as a graduate assistant at NAU.

Please contact [Supervisor Name] @ supervisor.name@nau.edu if you have questions.

Thank you,
NAU Graduate College

See the Conditions of Appointment included on the student's contract on the [Graduate College's Forms website](#).

Types of Positions

There are three categories of graduate assistantships.

Graduate Teaching Assistants (GTA- 110) have primary responsibility in an instructional capacity. Services provided by a graduate teaching assistant may include lecturing, leading discussion groups, serving as an assistant to laboratory classes, counseling students, proctoring examinations, grading tests and papers, and providing general assistance in the instructional process.

Graduate Research Assistants (GRA- 210) are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members or support the research initiatives of the institution.

Graduate Service Assistants (GSA-310) assist in a service unit whose mission is closely related to the student's area of academic study and interest. The GSA is responsible to a professional member of the service unit who supervises and trains the student in the service role. The main purpose of the assignment is to assist in the service role of the unit.

When you initiate the OnBase form you should carefully select the appropriate job code from the three listed above. The HR Service Team will select the job code based on what is included in the signed OnBase letter.

In this manual, the term graduate assistant (or GA) is used to refer to all positions.

Use the dates found on the [The Important Dates and Deadlines for Graduate Assistants and Coordinators](#)

The start date for the GA is the week before classes begin each semester.

The end date on the letter will be the last day the graduate assistant is paid.

Please be mindful of the processing time required for any personnel action.

Letters of Appointment are valid for the period of the assistantship and shall not exceed one fiscal year. A new letter is required each fiscal year.

Hours shall not exceed 20 hours per week without written approval from the Graduate College. No assistantships shall be awarded for less than 10 hours per week. See additional hours section if you are in need of an exception.

International students who request additional work hours must also obtain approval from the International Office to work winter break.

The total stipend is divided by 190 days for the academic year, and paid to the graduate assistant every two weeks, according to the university payroll schedule, whether the student works or not.

The minimum stipend for a 20-hour per week, academic-year appointment is \$15,000 for master level and \$18,000 for PhD and EDD.

Winter and spring breaks should be considered when calculating the stipend. Students awarded an all-year graduate assistantship will receive their stipend over winter and spring break. Students awarded a spring-only GAship will have spring break off, with regular stipend. Any additional hours that the student and department would like over these breaks should be paid through the request for additional hours form process. If the student is international, they will need additional approval. GAs should not be required to "make up hours" due to holidays or snow closures that fall on a regularly scheduled shifts. Please contact NAU payroll for any additional questions related to these policies.

Date to return letter (allow 14 business days when possible.)

Graduate assistant e-signature and date are required and automatically included on the acceptance letter in OnBase. Prior to submitting an HR Service Ticket for E-Par, the Onbase letter must indicate the insurance preference if a 20-hour GA, (accept or decline). If a 10-hour GA, health insurance option should not be marked and will be recycled to ensure student is aware they are not eligible for the paid benefit. If 2 10-hour GAships are planned and therefore the student is eligible for the health insurance benefit, please ensure comments indicate an additional 10-hour GAship is forthcoming in order to avoid ther E-Par being recycled by the Graduate College.

If the student performs two types of duties, such as research in the fall and teaching in the spring, student will need a letter for each semester.

EMPLID

Amount: Must match the stipend amount in the text of the letter and epar.

Start Date:

Hours Worked Per Week: Shall not exceed twenty hours per week.

Was student previously employed as a GA?

End Date:

Dept. Name:

Position No: Contact the Budget Office if a new one needs to be assigned.

Three criteria must match for the correct position number:

- Department

- Job title (graduate assistant)
- Percent of stipend paid from Agency/org

Agency/Org and Job Code: Program/Fund and Job code determine how the GA benefits are paid.

Check Correct Title & Job Code: One per letter.

- Graduate Teaching Assistant (Job Code 00110)
- Graduate Research Assistant (Job Code 00210)
- Graduate Service Assistant (Job Code 00310)

Grant-Funded Assistantships

Sponsored Projects requires a written explanation if the end date of the appointment exceeds the end date of the grant or if the stipend and benefits exceed the funds available in the grant account. If applicable, this information should be included in the ePAR comments by the department level approver in order to expedite processing of the ePAR.

Is This Position Safety/Security Sensitive?

ABOR Policy 1.085, implemented on February 1, 2006, requires identification of all positions which are considered safety/security sensitive. The safety/security sensitive status of graduate assistant positions must be identified on the graduate assistant letter of appointment. The hiring departments must make the identification since they are the most knowledgeable regarding specific job responsibilities. Contact your payroll specialist if you have questions about the policy. The worksheet to determine if this position is safety/security sensitive is available on the [human resources website](#) (click on S in the index then click on “Safety Security Sensitive Position Identification Tool)

Conditions of Appointment

Include with the graduate assistant Letter of Appointment a copy of the [Conditions of Appointment](#) if your department uses it. The student must read and initial each condition, and sign and date the form, and return it with the signed Letter of Appointment to you. Please retain the original Conditions of Appointment in the student’s file. **Do not send a copy of this form to the Graduate College or your HR Service Team.**

Changes to the Terms of the Graduate Assistantship

All changes to a graduate assistant’s Letter of Appointment will be done via an ePAR for the following circumstances. All ePARs are initiated by HR Service Team members after the department initiates the appropriate HR service ticket.

1. Changes to a signed Letter of Appointment
2. Additional Work or One-Time Pay
3. Extensions to an Assistantship Appointment
4. Termination—prior to end date on Letter of Appointment

Please include comments, resignation letter, and email GATW@nau.edu if you have any special circumstances such as changing the position type to ensure accurate processing.

Changes to a Signed Letter of Appointment

To make a change to a signed Letter of Appointment, please initiate an [ePARs for Job Changes ticket](#) in the [Employee Service Center](#). Be sure to attach any documentation you want included and/or leave a comment with specific details in the case.

Upon receipt of the ticket and any necessary additional documentation, the HR Service Team agent will initiate the appropriate ePAR, which will route through the graduate college for approval.

Termination & how benefits are repaid or charged to departments

The termination of a graduate assistant is processed via ePAR; all ePARs are initiated by HR Service Team agents after receipt of a ticket and any necessary documentation. If the graduate assistantship appointment is terminated early, the benefits will be charged as if the assistant had worked the entire appointment. If the student separates before the middle of the semester the charges will be reversed and the student will be responsible for repaying any tuition and benefits. Academic year appointments terminating at the end of the fall semester will be paid through December 31st. The student should be advised of the potential requirement to pay back any tuition and health insurance. Please note Graduate Assistants may not be eligible for rehire in another GAship if they do not fulfill the terms of their contract.

Reasons for termination are reviewed on a case-by-case basis and supporting documentation must be attached to the service ticket and subsequent ePAR. Please email GATW@nau.edu to discuss specific circumstances regarding a potential termination.

To terminate a graduate assistant, please initiate an [Offboarding ticket](#) in the [Employee Service Center](#). **Be sure to provide a copy of the resignation letter and a comment stating the reason for termination as soon as you are notified of a separation**; prompt action in these cases can avoid the issue of overpayment for a GA, which requires the former GA to pay back the university.

Benefits for Graduate Assistants

The Graduate College processes all graduate assistant tuition waiver/remission and insurance benefits and submits them to Financial Aid for processing.

The amount of the tuition benefit and the student's eligibility for the health insurance benefit are based on the number of hours per week a graduate assistant works:

- Graduate assistants who work 20 hours per week receive 100% tuition waiver or remission *and* payment of the student health insurance premium. The student **must** enroll by the deadline of 14 days after the first day of class each semester to receive the health insurance benefit.
- Graduate assistants who work 10 hours per week receive 50% per year tuition waiver or remission, *but are not eligible* for the health insurance benefit.

Eligibility

To qualify for benefits, graduate assistants must hold one appointment for the entire semester. If the graduate assistantship appointment is terminated early, the benefits will be charged to the department as if the assistant had worked the entire appointment.

All graduate assistants with an appointment of 10 or more hours per week pay the resident tuition rate, processed by the Graduate College staff. If there is a residency error, please contact GATW@nau.edu so that the Graduate College can correct the issue.

In addition, the following benefits apply.

Graduate Teaching Assistants with:

- **State funding**
20 hours per week

100% graduate tuition remission. Tuition is charged to the waiver account. The health insurance premium is charged to the NAU ERE account.

10-19 hours per week

50% graduate tuition remission. Tuition is charged to the waiver account.

- **Local, grant or revenue funding**

20 hours per week

100% graduate tuition remission. Tuition and health insurance premium is charged to the account paying the stipend.

10-19 hours per week

50% graduate tuition remission. Tuition is charged to the account paying the stipend.

Graduate Research Assistant or Graduate Service Assistant with:

- **State funding**

20 hours per week

100% graduate tuition remission. Tuition and health insurance premium are both charged to NAU ERE account.

10-19 hours per week

50% graduate tuition remission. Tuition charged to NAU ERE account.

- **Local, grant or revenue funding**

20 hours per week

100% graduate tuition remission. Tuition and health insurance premium is charged to the account paying the stipend.

10-19 hours per week

50% graduate tuition remission. Tuition is charged to the account paying the stipend.

- **Split funding.** If the position number indicates the salary is allocated to more than one account, the be allocated in the same proportion.

Department Tuition Payment Request (DTPR)

If grant funds are available and regulations permit, a department may pay all or part of a graduate assistant's tuition, health insurance, and/or fees. Use the "[Department Tuition Payment Request.](#)" Please utilize the most current fillable PDF form (see link in this manual,) found on the Financial Aid website.

It is important to follow these guidelines to avoid an overcharge on a student's account for graduate assistant benefits.

1. Confirm the student isn't receiving another award. You can use the student group report to check this information. Depending on the type of award, additional tuition, fees, and or health insurance if the student is not a 20 hour GA could be paid through a DTPR.
2. Because of the consistency requirement in the federal cost accounting standards, no additional payment of tuition for graduate **research** assistants is allowable from sponsored project funds. That is, we cannot pay a higher proportion of the tuition on a sponsored project than the amount we pay for state-funded graduate assistants as set by university policy.

If you believe your grant award provides an exception to this requirement, contact the Office of Grant and Contract Services (523-4880) to verify that such a payment is allowed under the terms of the grant.

Similarly, payment of tuition and/or insurance may not be allowable from a state or local account. For example, a service center account may not be used to pay for the balance of tuition owed by a graduate **research** assistant assigned to a sponsored project.

Contact the Office of Grant and Contract Services (523-4880) for assistance in determining whether the charges are allowable costs to the proposed account.

If the payment is allowable, the balance of tuition (or insurance premium) can be billed directly to the approved account using the [Department Tuition Payment Request](#)

3. Please note that the standard university benefits (outlined in #1 above) are always applied through the payroll process. Any departmental billing must be applied toward the balance remaining after the university benefit has been processed. If you submit a departmental billing form for full tuition, or an eligible insurance premium, this may result in an over-award to the student's financial aid package and create problems for the student. It could also result in an overcharge to the grant account.

Exceptions

Exception to Allow Additional Work or One-Time Pay for Graduate Assistants

Graduate assistants with 20-hour appointments are not allowed to work a second job, in any capacity, for NAU.

Exceptions are normally approved only for one-time work, such as driving a van for a field trip. International student approval requires additional approval from the Center for International Education.

- A [Request for Additional Work form](#) for Graduate Assistants must be approved by the Graduate College for all 20 hour GA's asking for additional hours **before the work is completed**. Email the completed request to GATW@nau.edu for Graduate College signature prior to requesting the work or submitting a service ticket. The HR Service Team will not initiate an ePAR for additional work for a GA without a signed copy of the [Request for Additional Work form](#).
- Once the Graduate College has signed the Request for Additional Work form, the department should initiate a [New Employee Onboarding ticket](#) in the [Employee Service Center](#). Be sure to attach a copy of the signed Request for Additional Work form to the ticket for expedited processing. Upon receipt of the ticket and any necessary additional documentation, the HR Service Team agent will initiate the appropriate ePAR.

Remember—Payroll will not pay for the additional hours unless approval from the Graduate College is on file.

Exception to the Nine Credit Hour Registration Requirement

Graduate assistants and graduate students who are awarded graduate tuition waiver scholarships are required to enroll for nine credit hours each semester. If the graduate student is enrolled for less than nine hours, the waiver and graduate assistant benefits will not be applied to the student's account. Exceptions to this policy require the submission of the [Exception to Nine Units](#) form. This form accompanies the tuition waiver or GA E-Par along with the offer letter in order to avoid processing delays for every individual semester the student is under-enrolled. Because tuition amounts sent to Financial Aid are set as a standard full-time amount, each Exception to 9 Unit form that is submitted after the June 15 and November 15 processing deadlines results in an individual correction request to Financial Aid, creating unavoidable processing delays.

In the event a graduate assistant wishes to enroll for less than nine hours, the student may forfeit: health insurance, tuition remission and waiver of non-resident tuition. GAs enrolled in less than 6

units are not eligible for Student Health Insurance, however the department may choose to pay for their health insurance with a DTPR if they have available departmental funds.

- Signatures of the current assistantship supervisor & academic advisor must be on the form prior to sending form to the Graduate College. Omitting the signatures may delay processing the request.
- To accompany a tuition waiver request, email both attachments to gatw@nau.edu
- To accompany a GAship, ensure your service team attaches it to the E-Par along with the offer letter.
- After the request has been received, whether for a GAship or a Tuition Waiver the GATW coordinator will adjust the tuition and send a correction to Financial Aid if the form is not received in conjunction with the E-Par, therefore please advise the student to anticipate funding delays.

Summer Graduate Assistants

Unless it is required by a grant for a graduate assistant to work between the end of spring semester and the start of the fall semester, the Graduate College does not permit summer only appointments. Instead, the Graduate College recommends hiring a student as a student wage employee. Learn more about compensation for student employees on the [Student Employment website](#).

Graduate assistants hired through the summer do not receive benefits and must be enrolled in at least two hours of credit.

If a graduate assistant is not enrolled while employed for the summer session, both the graduate assistant and the funding source are liable for the 7.65% FICA tax on the student's gross earnings. The tax to employer is equal to the amount of tax paid by the employee. For graduate assistants paid from grants or local accounts, the employee's share of the FICA charges will be charged to the grant or local account.

We do not track the hours worked over the summer session since we do not have summer graduate assistants.

If the summer employment, regardless of position title, is going to cross over into a regular academic semester, **you must complete the [Request for Additional Work Form](#) and receive Graduate College Approval prior to the work begin completed.**

Checklist for Resolving Graduate Assistantship Problems

Allow 7-14 working days from the date the assistantship is received in the Graduate College (depending on the timing of financial aid disbursement,) for tuition remission and health insurance to be applied to accounts. A paycheck will be generated in accordance with the [Payroll processing calendar](#).

Why didn't the graduate student receive a paycheck?

- Did the department initiate a [New Employee Onboarding ticket](#) in the [Employee Service Center](#) within any deadlines set by the HR Service Team or Graduate College?
- Did the student complete their preboarding work, including their New Hire packet, I-9 verification and/or background check? Consult your HR Service Team with questions.

Why doesn't the health insurance benefit appear on the student's account?

- Did the student enroll for health insurance when enrolling for classes? All-year GAs enroll in Fall only, and are re-enrolled for Spring. GAs who are on semester contracts enroll each semester they are a GA.
- Is the student enrolled for 9 credit hours? If not, a request for an exception to this policy must be made on the [Exception to 9 Units](#) form and submitted to the Graduate College by the processing deadlines. International students must receive a second approval from the International Office.
- Is the graduate assistant working 20 hours per week? Only graduate assistants who work 20 hours per week for the entire semester are eligible for the student health insurance benefit. (See the section on benefits for eligibility information.)
- Did the Letter of Appointment arrive in the Graduate College before the processing deadline? If not, then the processing of the benefit has been delayed.
- For questions related to Health Insurance please contact the Campus Health Billing Office.

Why doesn't the tuition/waiver remission appear on the student's account?

- Is the student enrolled for 9 credit hours? If not, a request for an exception to this policy must be made on the [Exception to 9 Units](#) form and submitted to the Graduate College.
- Did the letter of appointment arrive in the Graduate College before the processing deadline? If not, then the processing of the benefit has been delayed.
- Does the student have holds on their account preventing disbursement?

Graduate Tuition Waiver Scholarships



Graduate College

Departmental Tuition Waiver Allocation: **Submission deadline June 15**

STUDENT NAME FIRST: <input type="text"/>		LAST: <input type="text"/>		NAU EMPLID: <input type="text"/>	
NAU EMAIL: <input type="text"/>		DEGREE/PROGRAM: <input type="text"/>		AWARD YEAR: 2023/2024	
DEPARTMENT: <input type="text"/>		DEPARTMENTAL CONTACT: <input type="text"/>		CONTACT PHONE: <input type="text"/>	
This waiver is for: Fall <input type="checkbox"/> Spring <input type="checkbox"/> All Year <input type="checkbox"/> Summer <input type="checkbox"/>					
<input type="checkbox"/> Lumberjack/Accelerated <small>(Lumberjack Scholars entering first year of Accelerated programs only)</small> Two semesters eligibility. Must be verified by Graduate College prior to confirming. Not part of departmental allocation.	<input type="checkbox"/> Resident Units if less than full-time: # <input type="text"/> Campus if not Flagstaff Mountain <input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> Non-Resident Units if less than full-time: # <input type="text"/> Campus if not Flagstaff Mountain <input type="text"/> \$ <input type="text"/>	<input type="checkbox"/> International Units if less than full-time: # <input type="text"/> Campus if not Flagstaff Mountain <input type="text"/> \$ <input type="text"/>	* Check ALL boxes that apply *Once your department approves the award, please notify your students of the award *All waiver recipients must be registered as full-time graduate students: 9 hours applicable towards their degree. If not, please submit the exception to 9 units form along with the tuition waiver recommendation. Total: \$ <input type="text"/>	
	Confirm campus, units, and tuition totals.				
	For Department Chair or Designee* Print or Type Name <input type="text"/> Signature or E-sign <input type="text"/> Date <input type="text"/>			Tuition Table Flagstaff Mountain (per semester) Residential: 5,923 Non-residential: 8,746 International: 500 Statewide, online, less than full time see: https://in.nau.edu/sdas/tuition-fees/	
	<small>*Chair is responsible for tuition totals based on allocation. Confirmation emails to the student will follow from GATW@nau.edu. Tuition waivers will be distributed by the Graduate College if departments are unable to award them by the June 15th deadline.</small>				

Eligibility

- Graduate student must be admitted to an NAU graduate degree program.
- Graduate student must enroll for 9 credits toward their graduate degree every semester and maintain 3.0 cumulative GPA. If their program does not require 9 units an Exception to 9 Unit form must accompany the Tuition Waiver request in order to avoid processing delays. **Tuition will not be paid unless this step is followed.**
- Students who have been awarded WRGP do not qualify for an instate tuition waiver.

To help outstanding full-time students who do not obtain assistantships, the Graduate College awards a limited number of tuition waiver scholarships each year. These scholarships are allocated to academic departments each year and awarded to graduate students based on the recommendation of the academic department. The tuition waiver scholarship is a gift award; no work can be required of scholarship recipients.

A tuition scholarship may affect a student's financial aid award. Encourage the student to check with the Office of Student Financial Aid before accepting the tuition scholarship.

Tuition waiver scholarships for Arizona residents cover the cost of resident tuition; tuition waiver scholarships for non-residents cover only the cost of the non-resident portion of tuition. Resident and

non-resident waivers are not interchangeable. Normally, students who receive tuition waiver scholarships are required to enroll for nine (9) credit hours each semester. Any exceptions to this policy should be requested using the [Exception to 9 Units](#) form and attached with the tuition waiver.

Academic departments receive allocations of tuition waiver scholarships in February. Any scholarships not awarded by June 15 return to the Graduate College. The Graduate College maintains a file for tuition waiver scholarships and makes awards throughout the summer as scholarships become available.

A limited number of tuition waiver scholarships may be available for spring semester only. Departments are encouraged to contact the Graduate College to inquire about spring awards.

Residency Changes and Tuition Waiver Scholarships

In some instances, students are eligible to petition for Arizona residency. In this case, submit the [tuition waiver recommendation](#) form, and note a petition is in progress in the comments section. Tuition Waiver will fund at the non-resident amount and be adjusted as a correction to the resident amount if approved. Contact Student Accounts for individual questions. SDAS@nau.edu

Processing Graduate Tuition Waiver Scholarships

1. After you receive your allocation from the Graduate College (February) complete a [recommendation form](#) for each tuition waiver scholarship and submit to the Graduate College no later than June 15. Email your allocated and completed forms to gatw@nau.edu. Do not send more forms than your allocation.
2. Review campus, residency, and planned units to complete the Tuition Waiver Recommendation. Submit Exception to 9 units if less than full-time attached with the Tuition Waiver. For an All-Year Tuition Waiver, submit a second Exception to 9 units for the Spring semester by November 15 to ensure accurate processing.
3. If you are recommending a non-resident student for a resident waiver because the student is seeking reclassification, indicate that in the comments.
4. The Department notifies the student they are awarded a departmental tuition waiver based on their allocation.
5. If students have questions regarding the impact of a tuition waiver they are encouraged to work with their graduate coordinator, faculty advisor, and Financial Aid.

Student Issues

Students must enroll in nine credit hours per semester. Requests for an exception to this policy must be made on the [Exception to 9 Unit](#) form as outlined in the Exception to 9 Unit section.

Non-resident waivers are awarded for nine credit hours of non-resident tuition.

If a student receives a graduate assistantship, the tuition waiver scholarship will be cancelled. Tuition waivers can only be reallocated by the department until the processing deadlines. Any awards cancelled after the processing deadline will be reallocated as time allows by the Graduate College.

Residency Classification Information

All residency petitions are directed to Residency@nau.edu; Residency is adjusted for non-resident Graduate Assistants only for the term of their Offer Letter by the Graduate College GATW coordinator. Residency questions or concerns not related to an active GA should be directed to Residency@nau.edu.

Taxable Income

Tuition Waivers, GAsip Tuition Remission, and the GA 20-hour health insurance benefit are reported on the 1098T form (under Box 5 for gifted aid and under Box 1 as payment if the award covered tuition charges). If students have any questions regarding their form, they can email TaxCredit1098T@nau.edu.

Graduate Service Assistants are taxed differently due to the categorization of their assistantship. Please refer to the [Tax Information for Graduate Assistants page](#).

Student Group Reports

Once GAsip or Tuition Waiver has been received by the Graduate College, students will be placed into a student group as confirmation that the award has been received and is in progress. In Enterprise reports, students can be filtered by college, unit, current enrollment for reminders to enroll, and NAU email addresses and other contact information. Please email GATW if you would like the current student group as it will change each semester.

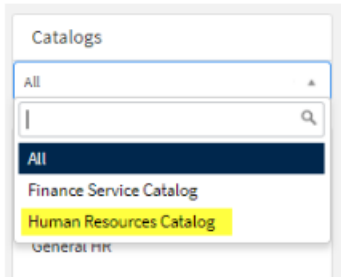
Service Teams

Onboarding and Offboarding requests can be found with the following link:

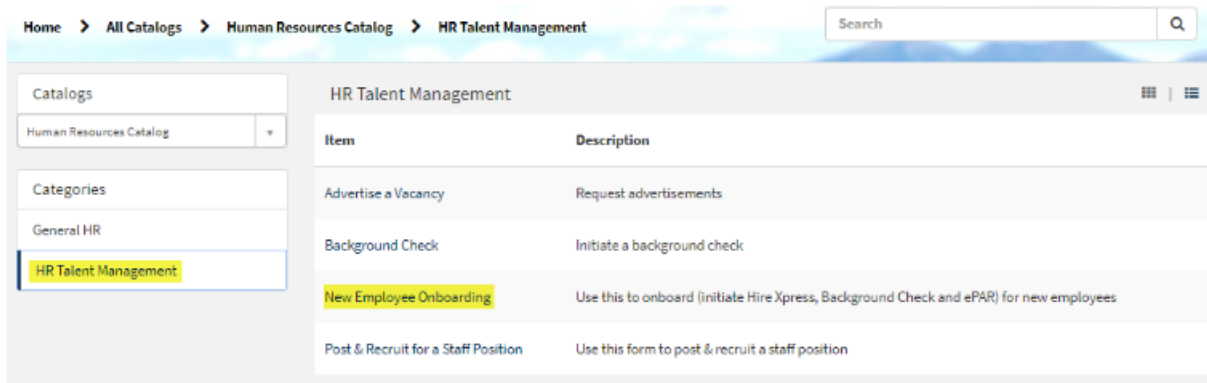
Enter the **Employee Service Center** – nau.service-now.com/hr

From the Homepage, you will find the service through the **Catalog, Request Service tab**, or by **searching a key word**, such as “Hire”.

To find the **New Employee Onboarding** service, click the dropdown under Catalogs and Select **Human Resources Catalog**.



Select **HR Talent Management** under the Categories, and **New Employee Onboarding** will be listed as a service.



Select **New Employee Onboarding**.

Refer to the HR [Payroll Processing Calendar](#) for timelines regarding stipend processing. The Graduate College GATW coordinator does not have a role in stipend questions- those should be directed to your Service Team.

The Graduate Assistantship, Fellowships and Traineeship Manual addresses policies and procedures for fellowship recipients as well.

Processing of fellowships is currently being revised so please check directly with the Graduate College as you offer fellowships to graduate students and process paperwork related to the awarding of fellowships.

For questions from the student perspective consult the Graduate Assistantship Policy Handbook.

