

Grad Processor Deep Dive
Anora Tillman, M.Ed
Graduate Assistantships & Tuition
Waivers Coordinator

When in doubt use the Graduate Processor Manual

Maribeth Watwood, PhD

- PhD 1987 Soil sulfur biogeochemistry, Univ of Georgia
- Univ New Mexico –Idaho State Univ –Go Lumberjacks!



Goals: 1) Provide students with the preparation needed for career success, life perspective, and bright futures.

2) Support colleagues across NAU and throughout the country who share goal #1.



Thank You
All!



I can help with:

Individual student challenges
Unsolicited advice on student mentoring
Student funding and recognition opportunities
New program ideas
Policy issues
Curricular review



Anora Tillman, Academic Program Coordinator Snr., GAships& Tuition Waivers

- Proud lumberjack from undergraduate (Choral Music Education,) to M.Ed Leadership to staff.
- 9 years working at NAU and SO proud to spearhead GAships& Tuition Waivers for the Graduate College.
- Have lived in Flagstaff 20 years



Questions?



Graduate Assistant Requirements

- ☐ Minimum Criteria (depts. could have higher criteria):
 - ☐ Admitted to a degree program
 - ☐ Must be at least a 3.0 GPA
 - ☐ Making adequate progress towards a degree
 - ☐ Plans to enroll for a minimum of 9 credits applicable towards the graduate degree

Steps in Hiring a Graduate Assistant

- ☐ Prepare offer in OnBase.
- ☐ New this year: You and the candidate receive the same offer letter! Make sure health insurance has been accepted or declined for 20 hrappointments, and for 10 hrappointments it is blank.
- ☐ Talk about the health insurance benefit when making the offer.
- ☐ If a 10 hrappointment accepts health insurance, ask them to initial it so they are aware the benefit is not being offered.
- ☐ Provide offer letter to service team for E-Par.
- ☐ E-Pars will be recycled if these steps are not followed.

Offer Letter



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 your 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.

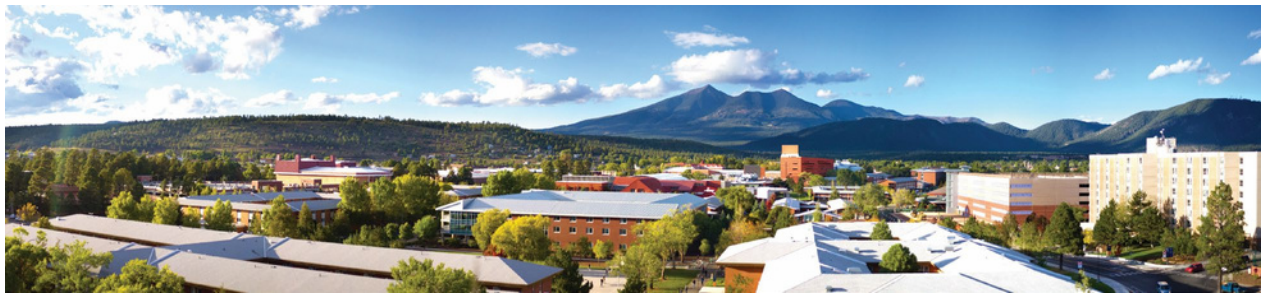
We wish you the best as you pursue your graduate education. We are excited to work with you in your role as a graduate assistant at NAU.

Please contact [supervisor name] at [supervisor.name@nau.edu](#) if you have questions.

Thank you,
NAU Graduate College

Steps in Hiring a Graduate Assistant

- ☐ For benefits to be applied without any complications, ePARs must be in the Graduate College no later than **June 15. Service teams need additional time so plan to submit your ticket to hire by June 1.**
- ☐ Use the Graduate Assistant Processor Quick Start Guide



Title/Job Code/Responsibilities

The E-Par system defaults to Job Code 10 and must be changed to one of the following 3 codes, or the E-Par will be recycled

- ☐ Graduate Teaching Assistant (Job Code 00110)
 - instructing, leading discussion groups, serving as an assistant to laboratory classes, counseling students, proctoring examinations, grading tests and papers,
- ☐ Graduate Research Assistant (Job Code 00210)
 - part-time research under the direct supervision of regular faculty members or support the research initiatives of the institution
- ☐ Graduate Service Assistant (Job Code 00310)
 - assist in a service unit; work closely related to the student's area of academic study and interest.

Timelines –Fall & All Year

February—March—Graduate College notifies departments of their GA and tuition waiver allocations

April 15—Council of Graduate Schools Resolution date and when LOA awards start to be entered into the system.

June 15—Final deadline for tuition waiver recommendation forms to reach the Graduate College. All uncommitted tuition waiver scholarships return to the Graduate College for reallocation. New form is in the Graduate College forms index

June 15—Graduate assistant letters, fellowship offers, and tuition waiver recommendations should be received in the Graduate College. Letters received after this date will result in delayed awarding.

Refer to Important Dates in the Graduate College Forms Index-Coordinator and Graduate Assistant sections-where we always keep this information up to date.

The Graduate Assistant Cycle-Big Picture

Fall-The week before most GAs start-2 weeks before the 1st day of class-Financial Aid disburses. If aid is not correct by this point everything will be manual and cause issues for student.

The week before class-most GAs start (unless there are unit-or individual/supervisor considerations.)

See important dates in the GC Forms Index for Fall and Spring start date of class, or the Registrar's website.

2 weeks after the start of class-end of health insurance open enrollment, last day to enroll in classes without a petition, NO NEW GAs for the semester after this date.

November 15 —Graduate assistant letters must be received in the Graduate College for benefits to be processed for the spring semester. Letters received after this date will result in processing delays for our students.

FALL-Last Day of Class is last day of contract for most GAs-unless there are unit or individual/supervisor specific considerations.

Always preferable to have a GA on an all year contract, even if a job change E-Par is needed between fall and spring semester, rather than a fall-only and a spring-only contract.

Spring-the week before classes start is disbursement and the start for most GAs.

Class start dates for spring-refer to GC Forms Index which mirrors the Registrar's Page.

2 weeks after the start of class-end of health insurance open enrollment, last day to enroll in classes without a petition, NO NEW GAs for the semester after this date.

Last day of instruction for spring-typically the last day of contract for most GAs. Contracts are one-year only. Ensure returning GAs have accepted their offer prior to leaving for the summer. [?](#)

New this Year!

IMPORTANT DATES RELATED TO GRADUATE ASSISTANTSHIPS	
Fall 2023 Semester	Spring 2023 Semester
June 15th	November 15th
Deadline for Graduate College to Receive Offer Letters attached to an EPar and Tuition Waiver Requests.	
August 19th, 2023	January 8th, 2023
Financial aid disburses. No tuition or health insurance is paid before this date. For award to disburse, student must be enrolled in at least 9 units or have an exception to 9 unit form on file.	
August 21st, 2023	January 9th, 2023
Tuition and university fees due. Graduate assistants are responsible for paying their university fees by this date. Suggested first week of work for graduate assistants on an all-year or semester only appointment.	
August 21st, 2023	January 10th, 2023
Students with unpaid tuition and university fees are placed on payment plan.	
August 28th, 2023	January 16th, 2023
First day of instruction.	
September 7th, 2023	January 27th, 2023
Deadline to enroll in health insurance. Last day to add or drop a course. Last day to hire as a Graduate Assistant, after this, hire as student worker or PT temp.	
Winter break	Spring break
Stipend continues, students cannot be required to work unless research project requires.	
December 8th, 2023	May 12th, 2023
Suggested last week of work for Graduate Assistants on a fall only or all year contract.	
 NORTHERN ARIZONA UNIVERSITY Graduate College	



<https://nau.edu/wp-content/uploads/sites/14/Important-Dates-for-GAs-AY2022-2023.pdf>

Council of Graduate Schools Resolution

- Students are under no obligation to respond to offers of financial support prior to April 15. An acceptance given or left in force after April 15 commits the student to not accept another offer without first obtaining a written release from the institution to which a commitment has been made.
(Complete text of the resolution is found in *The Graduate Assistant Policy Handbook*.)



GAs and Tuition Waiver Process

- E-Pars for GAs and Tuition Waiver requests are received by the GATW coordinator by the June 15 or November 15 deadline for spring GA appointments.
- Exception to 9 units form if the student plans to be under-enrolled is included.
- Amounts are coded to a variety of award accounts.
- These are sent to Financial Aid by July 1 and December 1 for award posting.
- Non-resident GAs are changed to in-state for the term of the assistantship.
- Awardees are uploaded into a student group which can be accessed through Enterprise reports-the code for Fall processing is F23G, (Spring will be S24G.)
- The student group report is used to email confirmations and next steps to students via NAU email address only. Please ensure your students are checking their NAU email regularly!
- The report can be used to check for under-enrolled students in your department.
- This is the only confirmation available during peak times for coordinators and departments.
- All GA E-Pars are routed through the GA coordinator for review.

Online and state-wide GAs and tuition waivers

GAs and tuition waivers are increasingly received by online and statewide students. Tuition as well as tuition structure varies greatly. Tuition will not be paid at higher amounts than Flagstaff Mountain graduate rates. In general, this covers 9 units of online, or 9 units or higher of Statewide tuition. Please refer to the [Student Accounts tuition rates](#) for more information.

Exceptions to the Nine Hour Credit Requirement

- ☐ Graduate Assistants must be enrolled for nine credit hours each semester they are employed as a graduate assistant
If not, tuition and health insurance will not disburse.
- ☐ Exceptions which should be rare must be approved by the
 - ☐ department
 - ☐ Form must be signed by the advisor and department
 - ☐ chair/director
- ☐ Failure to complete this form by the first week of class will result in benefits not being applied and the reversal of benefits-*students will then be responsible to pay.*

Request for Additional Work form- Graduate Assistants

- ❑ Graduate students with 20-hour appointments are usually not allowed to work a second job, in any capacity, for NAU
- ❑ Exceptions are normally approved only for one-time work, special projects and never for more than 5 hours
- ❑ Exceptions to this policy, regardless of the amount of work and number of hours require the submission of:
Request for Additional Work form
 - ❑ Graduate College website for forms <https://nau.edu/graduate-college/forms>-email to GATW@nau.edu for final approval
- ❑ The Additional Work form should be approved through the Graduate college ~~prior~~ to work being performed

International students are not allowed to work in any capacity on campus above their 20-hour assistantship

Graduate Assistant considerations

- All year GAs are paid a stipend over Winter break-please consider this in your stipend considerations. Fall only and spring only GAs do not receive this benefit.
- GAs are not required to work over winter break. If they do; they can be hired as student workers for the winter break
- GAs are not required to work over spring break. If they do; submit request for additional hours
 - An exception to this is Research Assistants carrying out their own research over spring break
- GAs do not work on or make up University holidays or snow closures.

Graduate Stipend Amounts

2023-2024

- ☐ MA/MS minimum stipend
\$15,000
- ☐ PhD minimum stipend
\$18,000



Rights of a Graduate Assistant

- ☐ The right to be notified in writing of all decisions that affect their assistantship.
- ☐ The right to be notified of any complaints received concerning their performance.
- ☐ The right to respond in writing to such complaints.
- ☐ The opportunity to fix any problem within a reasonable time frame approved by the department contact and the student.
- ☐ Grievance procedure information for GAs can be found in our handbook.
- ☐ Right to an evaluation!



Graduate Assistant Evaluations



- ☐ Required in the fall for fall-only GAs
- ☐ Required in the Spring for spring-only and all-year GAs
- ☐ The Graduate College evaluation package is an optional form that can be used in place of your current evaluation system.
- ☐ It contains a self-reflection & a QR code so that GAs can send their evaluations to the Dean of the Graduate College.
- ☐ It contains a generalist form that can be used by GSAs as well as all GAs.
- ☐ It contains more specialized observational forms for teaching and research that can be used to compliment the overall evaluation experience.
- ☐ Evaluations must be kept on file in the department once completed.

New this year!



Graduate College

Graduate Assistant Evaluation

GA Name: _____ Date: _____
Assignment: _____ Supervisor: _____

I am a: ☐ Fall only GA ☐ All Year or Spring only GA

Drop down choose one: I am a Graduate Teaching Assistant

Section I: Completed by Graduate Assistant Only

Self-reflection instructions: Complete sections I & II and discuss with your supervisor. You may share your evaluation with the Dean of the Graduate College using the QR code and brief survey/instructions provided from the QR code.

Three of my notable accomplishments or examples of professional development during this reflection period in my work as a GA:

- 1.
- 2.
- 3.

Three things I want to *do more, do less, start, stop, or change* to be even more effective in this role and to help me in future roles:

- 1.
- 2.
- 3.

QR Code to submit final evaluation to the Graduate College.



GA Self-reflection instructions: Please also complete Section II

Section II: Completed by Supervisor and Graduate Assistant

Rating and comments instructions: The supervisor and Graduate Assistant each complete Section II in advance of the GA evaluation in order to compare and discuss

Job Knowledge & Skills
Demonstrates technical and functional knowledge and the skill level required to complete assignments efficiently and effectively. Includes adapting to new requirements and pursuing development opportunities relating to job responsibilities.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Reliability
Task completion and follow-up including: meeting deadlines on time without sacrificing accuracy, quality, or project objectives and adhering to university/college/unit policies and procedures.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Teamwork
Works well with and for others, contributes to an inclusive and welcoming environment. Recognizes and respects diverse points of view, engages the talents, experiences, and capabilities of others, and creates opportunities for access and success of others.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Planning/Organizing
Works efficiently and productively, and effectively manages resources (labor, time, materials, etc.). Includes prioritizing, planning and organizing work for greatest efficiency and effectiveness.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Professionalism
Works collegially and cooperatively with others, presents oneself in a manner consistent with the image of the university, college, and department.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Positive approach to change and improvements
Demonstrates receptivity to new ideas and approaches. Demonstrates flexibility in working with a team.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Initiative/Innovation
Identifies challenges with minimal guidance, envisions possible outcomes or obstacles and responds in a manner to minimize risk. Generates new and original ideas that relate to the position if applicable. Effectively communicates issues and ideas to supervisors.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Attendance
Punctual and has an acceptable overall attendance record based on scheduled hours.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations

Comments:

Section III: Supervisor Only (Complete and continue to P.3 or 4 for Teaching or Research Observations)

Please rate your level of support for this individual and future assistantship appointments.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Recommended for rehire
<input type="checkbox"/> Yes <input type="checkbox"/> No

Teaching & Research

Section III Continued: Supervisor Only- Teaching Observation (if applicable)

Teaching Presentation
Presents knowledge, information, and ideas and engages students through a variety of means, including active learning, lecture, discussion, demonstration, laboratory experiences, and direct consultation with students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Suitability of Content
Develops or delivers highly relevant, engaging content appropriate to the students' level. The amount of material covered fits well with what should be expected of this session.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Communication Style
Articulates content with confidence. Presentation style is friendly, genuine, and animated. Teaching style promotes learning, engagement, strong bonds with students, and opportunities for focus and mental breaks.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Organization
Prepares meaningful assignments and activities for students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Evaluation of Students' Work
Evaluates student work objectively and consistently; provides helpful feedback to students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Learning Environment
Employs effective pedagogical tools to stimulate critical thinking and/or creative abilities in students; provides clear, well-organized and easy to understand instructions; adheres to accepted standards of professional behavior in meeting responsibilities to students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Office Hours & Availability (if applicable)
Clear communication of office hours and availability.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations

Comments:

Supervisor's Open Response & Feedback to the Teaching Observation:

What did you find most effective about the class?

What did you find most effective about the TA's approach to leading?

What suggestions can you offer for improving the effectiveness of this course?

Section III Continued: Supervisor Only- Research Observation (if applicable)

Research Contribution
Contributes to research, discovery of new knowledge, development of new techniques, and/or other forms of creative activity.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Outputs and Outcomes
Qualitative and quantitative assessment of research, other creative programs, and contributions, and recognition by the academic and professional community.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Ethical Standards
Adherence to the highest possible ethical standards.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Methodology
Demonstrates sound research methodology, discussed and approved in conjunction with supervisor.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Teamwork
Assists others in the lab, cleans up, re-orders supplies, etc. Has a team perspective on all duties.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations

Comments:

Supervisor's Open Response & Feedback to the Research Observation:

What are the main strengths of this research assistant?

What are areas of improvement for this research assistant?

How can the unit be most effective in supporting this student?

Benefits for Graduate Assistants

- Tuition Remission -100% for 20-hour GA, 50% for 10-hour GA
- Health Insurance Benefits -20-hour GAs only
- Holidays, winter and spring break
- Must be employed for the entire semester to be eligible for benefits (all year appointments highly encouraged)
- Tuition remission benefits will be taken away if termination or resignation occurs prior to department charges-around midpoint of each semester.
- Students will be responsible for balances on their accounts and must be informed during termination process.


Residency Classification

- The GATW coordinator changes residency to in-state for tuition purposes for non-resident and international students for the term of their appointment. All year GAs are highly encouraged.
- If the GA has not been classified to in-state prior to disbursement, email GATW@nau.edu; appointments after the June 15 and November 15 deadlines will also result in a delay in residency change.
- Once the contract term for a non-resident student is complete their residency status will revert back to non-resident for tuition purposes.
- If a student considers themselves a resident of Arizona, they may petition to Residency@nau.edu—please do not ask the GATW coordinator for a residency appeal as I do not make this determination.

Resignation & Termination

- Tuition remission benefits will be charged to the student if termination or resignation occurs prior to the mid-point of the semester, as well as GA residency reclassification if applicable.
- Resignation letter with correct dates is required and must be attached to the Offboarding Case in the Service Now Portal, along with acknowledgment of responsibility for tuition and health insurance charges.
- Students will be responsible for balances on their accounts and must be informed during termination or resignation process.
- Student's responsibility to contact Student Accounts, Registrars Office, Financial Aid and any other departments about withdrawal.

Departmental Billing (DTPR)

- ☐ Used when grant or local funds are available and regulations permit to pay all or part of a graduate assistant's tuition, fees, or health insurance.
- ☐ Departments can use them to offer additional funding options for summer or after the fall & spring GA processing deadlines.
- ☐ Signed off by the GATW office for tuition and health insurance conflicts (not fees.)
- ☐ Department Tuition Payment Request DTPR  Use the ()
- ☐ form available on the OFSA website.
- ☐ Questions regarding DTPRs should be directed to OFSA.

Grant-Funded Assistantships



- Need approval from Post Awards
- Information first comes to the Graduate College via e-PAR
- Graduate College reviews E-Par, then it is routed through the Office of Sponsored Projects (OSP).
- OSP Routes E-PAR to payroll after verifying funds are available

Accelerated Bachelor's/Master's Program Policy

- ❑ For tuition purposes, students will be considered undergraduates until they complete their undergraduate requirements.
- ❑ Not until their undergraduate degrees have been posted and granted full graduate status will they be eligible for graduate assistantships, tuition waivers and other graduate financial awards.
- ❑ The students will be charged at the undergraduate rate and retain eligibility for undergraduate scholarships.



Summer Graduate Assistants

- Summer-only appointments for graduate assistants are not permitted. In such instances, they may be hired on a student-wage position.
- If the employment is going to cross over into a regular academic semester even for a day or a week, you must complete the Request for Additional Work form and receive Graduate College approval.
- End date on employment important.



Who is eligible for a tuition waiver?

- Graduate student must be admitted to an NAU graduate degree program (no certificates only)
- Graduate student must enroll for 9 credits toward their graduate degree every semester and maintain a 3.0 GPA

Graduate Tuition Waiver Scholarships

- ❑ The tuition waiver scholarship is a gift award; no work can be required of scholarship recipients
- ❑ Tuition waiver scholarships for Arizona residents cover the cost of resident tuition; non-resident or international tuition waiver scholarships cover only those costs.
- ❑ Overall dollar amounts can be used to award students instead of the previous trade system
- ❑ If awarding a student with less than 9 units include the exception to 9 unit form

New Tuition Waiver Form & Process

NAU NORTHERN ARIZONA UNIVERSITY
Graduate College

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

STUDENT NAME FIRST:	LAST:	NAU EMPLID:
NAU EMAIL:	DEGREE/PROGRAM:	AWARD YEAR: 2023/2024
DEPARTMENT:	DEPARTMENTAL CONTACT:	CONTACT PHONE:

This waiver is for: Fall ☐ Spring ☐ All Year ☐ Summer ☐

<input type="checkbox"/> Lumberjack/Accelerated (Lumberjack Scholars entering first year of Accelerated programs only)	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> International
Units if less than full-time: #	Units if less than full-time: #	Units if less than full-time: #	Units if less than full-time: #
Campus if not Flagstaff Mountain	Campus if not Flagstaff Mountain	Campus if not Flagstaff Mountain	Campus if not Flagstaff Mountain
\$	\$	\$	\$

*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: \$

Confirm campus, units, and tuition totals.

For Department Chair or Designee* Print or Type Name	Signature or E-sign	Date
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*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.

Tuition Table Flagstaff Mountain (per semester) Residential: 5,923 Non-residential: 8,746 International: 500

Statewide, online, less than full time see: <https://ip.nau.edu/cdaa/tuition-fees/>

- For unit allocations, flexible tuition model may be used. Please indicate all year or semester, and complete tuition information including international, non-resident and resident status.
- Review campus and units, especially if under 9 or not in Flagstaff. Links are in the form.
- Only the new form will be accepted. Please email them as a batch (PDF,) by June 15.
- Use an Excel spreadsheet to keep track of dollars to ensure you remain in budget.
- If a waiver is put in by the deadline and not utilized in fall, that amount can be re-allocated by the department, submit no later than November 15.

New Tuition Waiver Form & Process

NAU NORTHERN ARIZONA UNIVERSITY
Graduate College

Departmental Tuition Waiver Allocation: Submission deadline June 15

STUDENT NAME FIRST: []	LAST: []	NAU EMPLID: []
NAU EMAIL: []	DEGREE/PROGRAM: []	AWARD YEAR: 2023/2024
DEPARTMENT: []	DEPARTMENTAL CONTACT: []	CONTACT PHONE: []

This waiver is for: Fall ☐ Spring ☐ All Year ☐ Summer ☐

<input type="checkbox"/> Lumberjack/Accelerated (Lumberjack Scholars entering first year of Accelerated programs only)	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> International
Units if less than full-time: # []	Units if less than full-time: # []	Units if less than full-time: # []	Units if less than full-time: # []
Two semesters eligibility. Must be verified by Graduate College prior to confirming.	Campus if not Flagstaff Mountain []	Campus if not Flagstaff Mountain []	Campus if not Flagstaff Mountain []
Not part of departmental allocation.	\$ []	\$ []	\$ []
Total: \$ []			

Confirm campus, units, and tuition totals.

For Department Chair or Designee* Print or Type Name []	Signature or E-sign []	Date []
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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 15 deadline.

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/grads/tuition-fees/

- For Lumberjack Accelerated scholars, these waivers will not come out of department or college allocations.
- Can be used for first 2 semesters of graduate portion of accelerated program if student does not become a GA or commensurate funding.
- This is not a recruiting tool, rather designed to fix rare inequities.
- Most Lumberjack-Accelerated students are offered GAs.
- If you think a student is eligible, submit the tuition waiver form and Graduate College staff will confirm prior to committing these funds. Deadlines of June 15 & November 15 still apply.

Taxable income-All GAs & TWs-new!



Tax information for graduate assistants

Important information about graduate assistant taxation

Under federal law, the Internal Revenue Code §127 exempts tuition remission from being taxed for graduate assistants who teach or conduct research. Graduate service assistants do not meet the teaching or research requirement for full exemption, meaning, they do not hold a position with at least 60% research or teaching hours. However, the IRS still allows graduate service assistants to receive up to \$5,250 in tuition remission tax free each calendar year.

When graduate service assistants serve a full-time contract and are fully enrolled during the spring semester, then serve another term during the fall semester of the same calendar year, the tuition remission received will exceed the tax-free amount of \$5,250. Those graduate service assistants will see the value of the remission that exceeds \$5,250 added as a TGT taxable amount to their paycheck and this amount will have a tax withholding the same rate as their federal W-4 withholding and state withholding.

Frequently asked questions

- Why are graduate assistants being taxed on their tuition remission? ▾
- How is the withholding amount determined? ▾
- The tuition remission does not come in the form of a payment to me. How will the withholding be made? ▾
- What happens to the taxes that are withheld? ▾
- What should I expect as a GSA who has an assistantship in spring and fall of the same calendar year? ▾

Student Group Reports

GAs and Tuition Waiver Recipients are tracked via student group reports in Enterprise each semester. This allows you to see the request has been received by the Graduate College and is in process for awarding. It also allows you to do a search for under-enrolled, communication, outreach, international, and many other useful data points-students can be filtered to unit.

Fall 23 code-F23G □

How to access GA student groups

Student Groups applicable to Graduate Assistantships and Tuition Waivers •F##G –fall recipients of tuition waivers and graduate assistantships •S##G –spring recipients of tuition waivers and graduate assistantships

- ## = year
- For example, 2023=F23G

• How to find the student group on Enterprise

1. Open Enterprise
2. LOUIE– StudentReports
3. Student Records
4. Student Groups NEW
5. Select term code (ex. Spring23=1231)
6. See photo for last step



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

- ☐ Is the student enrolled for 9 credit hours? Financial Aid will not disburse if less than 9 hours, and the award will be removed 3 weeks after the start of classes.
- ☐ Did the E-Par arrive in the Graduate College before the June 15th processing deadline?
- ☐ Student may also need to check with financial aid if they are receiving other forms of aid
- ☐ Student did not submit information for Prop 300
- ☐ Measles or other Service Indicators

What can I do to help my GA or tuition waiver recipient?

Use OnBase offer letter form

Ensure deadlines (June 15 and November 15) are being met

Review student group report to check for under-enrolled students

Remind students to enroll full-time

Use exception to 9 units form if student enrolled in less than 9 units

Ensure 10-hr GAs are aware they are not eligible for health insurance, and the choice is not marked in their offer letter

Ensure 20-hr GAs accept or decline their health insurance

Remind students to enroll in health insurance if accepting (Fall)

Remind students to check their NAU email-we cannot communicate financial information to a personal email

Encourage students to review student account and refer to SDAS tutorials

Ensure students are reviewing account for holds

Questions?

