



THE UNIVERSITY OF UTAH

Graduate Fellowships & Tuition Benefit **Frequently Asked Questions**

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Tuition Benefit

Question: *How early can I enter students?*

Answer: Six weeks prior to the start of the semester

Tuition Benefit

Question: Do job records (ePAFs) for assistantships have to be active in order for me to enter students into the TBP portal?

Answer: No, you can enter students on assistantships without job records being active; we simply won't disburse tuition benefits until the assistantship is active.

Tuition Benefit

Question: How is the benefit percentage – 50%, 75%, 100% - determined?

Answer: The level of benefit posted to students' tuition bills is determined by number entered into the TBP portal in the “plan amount” box.

Tuition Benefit

Question: What if my student doesn't earn as much with their assistantship as we anticipate when entering them into the TBP portal?

Answer: When we run the final calculation – after the final paycheck of the semester – the benefits will adjust to match the student's eligibility.

However, if a student leave their job early, for example, coordinators can contact the Office of Fellowships & Benefits to have the record adjusted so that students can deal with a tuition bill at the present time rather than having a registration hold as the succeeding term begins.

Tuition Benefit

Question: What is required for tuition benefits to post to my students' tuition bills?

Answer:

- Entered into the TBP portal by department
- Student signed their TBP approval in CIS
- Job record active (for students supported by assistantships)
- Student enrolled in a minimum of nine credits

Tuition Benefit

Question: *What does tuition benefit cover?*

Answer: Resident tuition and mandatory fees up to 12.0 graduate credits, as well as a non-resident tuition waiver for applicable and eligible students.

Tuition Benefit

Question: *What doesn't tuition benefit cover?*

Answer: Any other fees, including:

- Tuition differentials
- Resident tuition/mandatory fees for credits above 12.0 graduate credits
- Program/lab/course-specific fees
- Undergraduate course tuition
- Repeated graduate course tuition
- Audited/continuing education courses
- International student surcharges

Tuition Benefit

Question: My student's benefit haven't posted, what should I do?

Answer: Run your report and look for irregularities, including error messages and whether or not a student has signed. Address irregularities first, then elevate to the Office of Fellowships & Benefits if concerns persist.

Tuition Benefit

Question: I entered my student this morning, why haven't benefits posted?

Answer: A minimum of two processing cycles are required for the benefits to fully post, provided students have met requirements (signed, job records active, and enrolled appropriately).

Note that if a student is non-resident, the NR waiver will post a day before resident tuition and mandatory fees.

Tuition Benefit

Question: My student enrolled full-time late, but otherwise his TBP was entered and signed weeks ago; when will the benefits post?

Answer: It takes two processing cycles for enrollment to process through the code, which includes code from fellowships & benefit, HR, registrar, and the tuition office.

If your student enrolls Wednesday, their benefits should post Friday.

Tuition Benefit

Question: What is charged to my department's allocation?

Answer: Resident tuition and mandatory fees up to 12.0 graduate credits for students supported by TA, GT, GR, and GF funding.

The maximum charged for AY23 is \$5,170 each fall/spring semester.

Tuition Benefit

Question: *Is RA tuition charged to our allocation?*

Answer: No, the resident tuition and mandatory fees for RAs will be charged to the returned overhead of the college where the project/grant resides.

Tuition Benefit

Question: Are colleges and departments charged for the non-resident waiver? Even if the student is on XTBP?

Answer: No, the non-resident waiver is courtesy of the University of Utah.

The non-res waiver is not charged to projects or activities when a student is supported by XTBP.

*Note: TBP provides non-res waivers, but tuition paid through *Scholarship Administration* does not provide that waiver.*

Tuition Benefit

Question: Who determines our TBP allocation?

Answer: Tuition benefit allocations are provided by the University to each college. Your dean, or their designee, determines the distribution of the resources among their departments.

Requests for a higher distribution of the TBP allocation should be taken to your dean, especially as part of departmental strategic planning. Deans then determine if they will redistribute among departments or if they need to include an increase in their annual budget request.

Tuition Benefit

Question: *What if we run out of TBP allocation?*

Answer: First, talk to your dean's office as they may choose to redistribute resources among departments. Secondly, XTBP is an option.

Tuition Benefit

Question: My student is non-resident and on TBP; why are they charged non-resident when they should be charged resident tuition?

Answer: Students are billed according to their residency status, regardless of being supported with tuition benefit or not.

If a student is non-resident and eligible through TBP, a non-resident waiver will be applied to their tuition bill in addition to tuition benefits (resident tuition and mandatory fees).

Tuition Benefit

Question: If my student was approved for a COVID or TA tuition benefit extension, do we have to support the student?

Answer: Yes, extension petitions only allow the students additional semesters of traditional TBP eligibility. Students must continue to be supported by their department and meet the minimum support for their benefit level.

Additionally, departments must have allocation to cover the tuition benefit costs (resident tuition and mandatory fees) for TA/GT/GR/GF students (with RA benefits charged to returned overhead).

Tuition Benefit

Question: What is the difference between a course drop and a course withdraw?

Answer: When a student removes a course from active enrollment before the add/drop deadline, they are not charged for the course and the class doesn't appear on their transcript. This is a **drop**. If a student removes a course from their active enrollment after the add/drop deadline, they are responsible for the cost of the course and the class will appear on their transcript. This is a **withdraw**.

Tuition Benefit

Question: How do course withdraws affect tuition benefit?

Answer: If a student has a minimum of nine credits of active enrollment after withdrawing, tuition benefit will continue to cover active enrollment as usual with the student being responsible for the withdrawn credits.

If a student's active enrollment falls below nine credits after the withdrawn courses, tuition benefit will be removed completely and the student will be responsible for the entirety of their bill.

Tuition Benefit

Question: We have money on a grant, is this XTBP?

Answer: Depends. Firstly, the funding must be a budgeted line item for tuition (for projects; activities are ok). And secondly, the funding must be enough to cover the resident tuition and mandatory fees for a student (max of \$5,170 for AY23).

If yes to the above, student should be entered on XTBP and the coordinator will enter the chartfield(s) when entering the student into the portal.

Tuition Benefit

Question: If using the XTBP option, can I spread the costs over more than one chartfield?

Answer: Yes, you can use multiple chartfields; you'll simply indicate the percentage of costs charged to each chartfield.

Tuition Benefit

Question: My student is starting their assistantship a couple weeks early; does this mean I can spread the 100% minimum support over ten paychecks instead of nine?

Answer: Absolutely not. Students are welcome to start jobs early, but wages will only count toward a semester's TBP support when earned during the semester.

Semester pay periods are as follows:

- Fall semester: August 16 thru December 31
- Spring semester: January 1 thru May 15
- Summer semester: May 16 thru August 15

GSHIP

Question: *What does GSHIP cover?*

Answer: The subsidized health insurance plan includes medical coverage (United Healthcare Student Resources) and dental and vision coverage (EMI)

GSHIP

Question: Can students on GSHIP opt in to vision/dental and not medical?

Answer: No, GSHIP covers medical, vision, and dental for all participating students. If departments want to provide vision/dental, the department can purchase that coverage directly from EMI for the student.

GSHIP

Question: Who is eligible for subsidized health insurance?

Answer: Students supported by assistantships (TA/GT/GR/RA) with 100% benefit are eligible.

GSHIP

Question: *So graduate fellows aren't eligible?*

Answer: Correct, GFs are not eligible for the subsidized plan. However, departments can enroll the student in department-paid insurance or fellows can independently purchase the student insurance plan.

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GSHIP

Question: What are the coverage dates?

Answer: Fall semester insurance coverage is August 16
thru December 31;

Spring semester coverage is January 1 thru August 15.

GSHIP

Question: Spring GSHIP includes the summer, but my student graduates in the spring; will their coverage be cancelled?

Answer: No, students with spring GSHIP maintain their summer coverage, regardless of 1) if they enroll during the summer term, and 2) if they've separated from the University.

GSHIP

Question: How do students pay their 20% premium?

Answer: The 20% premium will be added to students' tuition bills after the campus census.

Departments wishing to cover this cost should do so through Scholarship Admin (item type can be insurance-specific).

GSHIP

Question: *How can I ensure continuous coverage?*

Answer: Proactively follow these steps:

- Enter students into the TBP portal early, indicating the student opting in GSHIP
- Students must sign their approval
- Students must enroll in courses (minimum of 3 credits)

Students are enrolled on a weekly rolling basis starting four to five weeks prior to the start of the term.

Fellowships

Question: *Do UTAs and GRFs have their tuition covered?*

Answer: If they have remaining TBP eligibility, department coordinators should add them to TBP as TAs (UTA) or GFs (GRF).

If the student does not have remaining eligibility, departments can use XTBP.

Otherwise, tuition is not covered by the award.

Fellowships

Question: How many UTA and GRF candidates can we support?

Answer: Each department may endorse a maximum of two candidates for the UTA and two candidates for the GRF.

Endorsements come from the chair, or their designee.

If a large number of students are interested, departments can institute their own vetting process.

Fellowships

Question: *How competitive are the UTA and GRF?*

Answer: Depends on how many departments support candidates in the application process. Here are some statistics from the last application cycle:

- UTA: 22 departments endorsed 29 candidates; approximately 40% awarding rate
- GRF: 39 departments endorsed 63 candidates; approximately 30% awarding rate

Fellowships

Question: *How do students apply?*

Answer: Students apply for these opportunities on the U's central application system, AcademicWorks (utah.academicworks.com).

Applications will open in September when the platform opens for AY24.

UTA and GRF applications must be submitted by December 16, with endorsements and recommendations due by December 23.

Questions/Contact

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