

TO: Graduate Coordinators, Graduate Coordinators' Assistants, and Business Office Staff

FROM: Graduate School Business Office

DATE: April 6, 2023

SUBJECT: **ELIGIBILITY FOR SUMMER SEMESTER REDUCED
MATRICULATION FEE FOR GRADUATE ASSISTANTS**

For summer 2023, departments must submit a (G104) Waiver Request Form in Grad Status for **all students** who require a summer tuition waiver and who meet eligibility requirements.

INSTRUCTIONS

- Please log into *Grad Status* at <https://gradstatus.uga.edu/Forms/G104>. Departments can begin entering summer tuition waivers in Grad Status on **Monday, April 10, 2023**.
- Submit the Waiver Request Form for summer 2023.
- Once completed, go to the "Submitted Request" tab within the Waiver Request (G104) Form.
- Locate the student's waiver request for summer (202305) term and click on the details to add a comment for which condition the student will be eligible in summer 2023. The definition for each condition is below.

Students will be eligible for the reduced matriculation fee of \$25.00 during the summer semester by complying with one of the conditions below.

1. **SUMMER SEMESTER:** *Students working at least 13 hours as a graduate assistant and enrolled for at least nine graduate credit hours during summer 2023.*
2. **PRECEDING YEAR:** *Students who have held an assistantship of at least 13 working hours during both fall and spring semesters of the current fiscal year. Also, the student must have been enrolled for at least 12 graduate credit hours each semester.*
3. **UPCOMING YEAR:** *Students presenting acceptable evidence of employment, working at least 13 hours as a graduate assistant and enrolled for 12 graduate credit hours, for fall 2023 and spring 2024 semesters.*
4. **SPLIT YEAR:** *Students working at least 13 hours as a graduate assistant in the current spring 2023 semester who also present acceptable evidence of employment working at least 13 hours as a graduate assistant during the upcoming fall 2023 semester. The student must enroll for 12 graduate credit hours for both semesters.*

Our office will have a very short window to audit tuition waiver codes; therefore, we must adhere to the following deadline: **May 31, 2023 by 5pm.**

If you have any questions, please contact the Graduate School Business Office at gsfinanc@uga.edu.