

Distribution:

Graduate Coordinators and Departmental Financial Staff

Recommended Action:

Share with the appropriate people in your department and make sure that tuition waiver requests are submitted before the deadline: **5pm, December 15, 2023.**

Details:

We invite departments to submit tuition waiver requests in *GradStatus* for graduate assistants who will be supported on an assistantship for Spring 2024 starting **Monday, November 13, 2023.**

- DPAS waiver codes from Fall 2023 will roll forward for current students. **All other waiver codes must be re-submitted.**
- Departments are required to reference a chartstring in *GradStatus* for UGA to account for the subsidy portion of the student health insurance. If applicable, updates to chartstrings should also be provided at this time. Please submit these requests as soon as possible for the student's account balance to reflect the correct amount due.
- Departments must remove DPAS tuition waiver codes in Spring 2024 for students who will not be supported on assistantship during the Spring term. **This includes students who graduate in Fall 2023.**

We anticipate a high volume of requests; therefore, **we will not accept** email requests. All requests must be submitted through *GradStatus*.

If you do not have access to *GradStatus*, please complete the new [GradStatus Access Request Form](#). You will need your UGA MyID, 81X Number, and a list of departments for which you will need access in *GradStatus*.

You can find “how to” instructions in our new [knowledge base](#), including information on [how to submit a tuition waiver in GradStatus](#). This knowledge base is brand new and additional resources will be added in the coming months.

If you receive an error message when you attempt to log in, email gradfinance@uga.edu for assistance.

To request a tuition waiver for graduate assistants for Spring 2024, please log into *GradStatus* at <https://gradstatus.uga.edu/Forms/G104>.

The system is available for you to begin requesting waiver codes for graduate students now, and we encourage you to do so as early as possible.

The Tuition Waiver Policy can be reviewed [here](#). Please enter one of the following codes for each student:

- **DPAS:** Students who are supported on a departmental assistantship.
- **RIAS:** Students who are supported on an assistantship, but their tuition is paid from a sponsored project rather than being waived. (Participant of the GTRIP program)
- **RIAT:** Students who are supported on a training grant, but their tuition is paid from a sponsored project, rather than being waived. (Participant of the GTRIP program)
- **GRFL:** Students who are paid out of a graduate fellowship stipend.
- **GRTG (Not Frequently Used):** Students who are paid on a training grant but are non-GTRIP participants.

Deadline to submit: 5 pm, December 15, 2023

Because our office will have a very short window to audit over 4,000 waiver codes, we must adhere to the deadline strictly.