

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: **August 5, 2024**.

Details:

We invite departments to submit tuition waiver requests in GradStatus for all graduate assistants who will be supported on an assistantship for Fall 2024. (**Note: Waiver codes will not roll forward from FY 2024**).

New this year: We are excited to share an improvement to the tuition waiver request process. Previously, a chartstring was required for every tuition waiver request. Moving forward, you will have the option to indicate via checkbox whether Graduate Assistants' Mandatory Student Health Insurance subsidies should be charged to the same chartstrings as their salaries. If so, you will no longer need to enter a chartstring. We expect this process improvement to eliminate more than 90% of the key entered chartstrings and save more than 1,000 hours per year across UGA. A screenshot of the new checkbox can be viewed [here](#). Additional information about student health insurance, and these premium subsidies, is available in [this section](#) of University Human Resources' website. For questions about these subsidies or graduate assistant health insurance, please contact Human Resources at gshiplan@uga.edu or 706-542-2222.

Requesting Tuition Waivers: To request a tuition waiver for graduate assistants for Fall 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 on **July 8, 2024**, 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 paid on a training grant but **non-GTRIP** participants.

Deadline: August 5, 2024

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

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.