

**TUITION/FEE ASSISTANCE
PROGRAM FOR
RA/TA/GPTI STUDENTS**

Who qualifies?

Students who are:

- Research Assistants (U0627) *or*
- Teaching Assistants (U0325) *or*
- Graduate Part-Time Instructors (U0324) and
- Classified as employed at 50% FTE or more on their ePaf

How does SBS know who qualifies?

- HR Table is based on ePafs for RA, TA & GPTI job codes
- If the student/employee meets the 50% FTE requirement, an automated process will identify the student & apply SBS benefits to the student account
- If HR data changes a student's ePaf so that the student no longer meets Tuition/Fee Assistance requirements, the automated process will delete SBS credits from the student account

How does SBS know who qualifies?

- It is imperative that departments process ePafs timely for RA, TA and GPTI students to ensure timely application of credits to the student account
- Due to timing of the multiple systems involved, it can take up to 3 business days from class registration or at least one day from ePAF approval to see credits on the student account

What does it cover?

- Benefit varies by student's degree program (Masters or Doctoral) and number of SCH enrolled
- SBS provides a grid to estimate cost to student and department at <http://www.depts.ttu.edu/studentbusinessservices/ttudeptresources/assistantship.php>

Where can I go for more information and resources?

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www.sbs.ttu.edu

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- [Tuition/Fee Assistance Program for RA/TA/Graduate Part-Time Instructors](#)

Choose the Tuition/Fee
Assistance Program link

Estimate grid for Masters students

Master's Student TA/RA/GPTI Tuition/Fee Exemption Fall 2012/Spring 2013																						
	Paid for by Student**										Paid for by Local or SPAR funding (If State, exempts without expense)							Waived without expense		Optional fees paid by student		
Credit	ESTIMATED TOTAL*	State Tuition	Graduate Tuition	ID Card Fee	Int'l Ed Fee	Advising & Retention	Cultural Activities	Trans-port Fee	Energy Fee	Records Fee	ESTIMATED TOTAL*	ADIA Fees***	Designated Tuition	Student Services	IT Fee	Library Fee	Student Union Fee	ESTIMATED TOTAL*	Non- Resident Tuition	Athletics Fee	Medical Svc Fee	Rec Center Fee
1	185.40	50.00	50.00	5.00	4.00	4.00	9.40	24.00	30.00	9.00	486.82	30.00	152.57	71.00	22.00	164.75	46.50	426.00	351.00	-	37.50	37.50
2	298.40	100.00	100.00	5.00	4.00	8.00	9.40	24.00	30.00	18.00	691.39	60.00	305.14	71.00	44.00	164.75	46.50	777.00	702.00	-	37.50	37.50
3	411.40	150.00	150.00	5.00	4.00	12.00	9.40	24.00	30.00	27.00	895.96	90.00	457.71	71.00	66.00	164.75	46.50	1,128.00	1,053.00	-	37.50	37.50
4	587.80	200.00	200.00	5.00	4.00	16.00	18.80	48.00	60.00	36.00	1,382.78	120.00	610.28	142.00	88.00	329.50	93.00	1,611.20	1,404.00	57.20	75.00	75.00
5	700.80	250.00	250.00	5.00	4.00	20.00	18.80	48.00	60.00	45.00	1,587.35	150.00	762.85	142.00	110.00	329.50	93.00	1,962.20	1,755.00	57.20	75.00	75.00
6	813.80	300.00	300.00	5.00	4.00	24.00	18.80	48.00	60.00	54.00	1,791.92	180.00	915.42	142.00	132.00	329.50	93.00	2,313.20	2,106.00	57.20	75.00	75.00
7	926.80	350.00	350.00	5.00	4.00	28.00	18.80	48.00	60.00	63.00	1,996.49	210.00	1,067.99	142.00	154.00	329.50	93.00	2,664.20	2,457.00	57.20	75.00	75.00
8	1,039.80	400.00	400.00	5.00	4.00	32.00	18.80	48.00	60.00	72.00	2,201.06	240.00	1,220.56	142.00	176.00	329.50	93.00	3,015.20	2,808.00	57.20	75.00	75.00
9	1,152.80	450.00	450.00	5.00	4.00	36.00	18.80	48.00	60.00	81.00	2,405.63	270.00	1,373.13	142.00	198.00	329.50	93.00	3,366.20	3,159.00	57.20	75.00	75.00
10	1,265.80	500.00	500.00	5.00	4.00	40.00	18.80	48.00	60.00	90.00	2,610.20	300.00	1,525.70	142.00	220.00	329.50	93.00	3,717.20	3,510.00	57.20	75.00	75.00
11	1,378.80	550.00	550.00	5.00	4.00	44.00	18.80	48.00	60.00	99.00	2,814.77	330.00	1,678.27	142.00	242.00	329.50	93.00	4,068.20	3,861.00	57.20	75.00	75.00
12	1,491.80	600.00	600.00	5.00	4.00	48.00	18.80	48.00	60.00	108.00	3,019.34	360.00	1,830.84	142.00	264.00	329.50	93.00	4,419.20	4,212.00	57.20	75.00	75.00
13	1,604.80	650.00	650.00	5.00	4.00	52.00	18.80	48.00	60.00	117.00	3,223.91	390.00	1,983.41	142.00	286.00	329.50	93.00	4,770.20	4,563.00	57.20	75.00	75.00
14	1,717.80	700.00	700.00	5.00	4.00	56.00	18.80	48.00	60.00	126.00	3,428.48	420.00	2,135.98	142.00	308.00	329.50	93.00	5,121.20	4,914.00	57.20	75.00	75.00
15	1,830.80	750.00	750.00	5.00	4.00	60.00	18.80	48.00	60.00	135.00	3,633.05	450.00	2,288.55	142.00	330.00	329.50	93.00	5,472.20	5,265.00	57.20	75.00	75.00
16	1,943.80	800.00	800.00	5.00	4.00	64.00	18.80	48.00	60.00	144.00	3,837.62	480.00	2,441.12	142.00	352.00	329.50	93.00	5,823.20	5,616.00	57.20	75.00	75.00
17	2,056.80	850.00	850.00	5.00	4.00	68.00	18.80	48.00	60.00	153.00	4,042.19	510.00	2,593.69	142.00	374.00	329.50	93.00	6,174.20	5,967.00	57.20	75.00	75.00
18	2,169.80	900.00	900.00	5.00	4.00	72.00	18.80	48.00	60.00	162.00	4,246.76	540.00	2,746.26	142.00	396.00	329.50	93.00	6,525.20	6,318.00	57.20	75.00	75.00
19	2,282.80	950.00	950.00	5.00	4.00	76.00	18.80	48.00	60.00	171.00	4,451.33	570.00	2,898.83	142.00	418.00	329.50	93.00	6,876.20	6,669.00	57.20	75.00	75.00

* These totals are estimates only, and should not be taken as definitive amounts.

**Student is also responsible for paying housing, parking, meal, international student fee, special instruction fees and other incidental charges.

*** Academic Department Instructional Assessment fees can range from \$3 to \$45 per course hour. The exemption also waives lab fees which can range from \$2 to \$30 per course.

- 1) Paid for by student:** What the student should expect to pay for Tuition and Mandatory Fees (additional charges may also apply)
- 2) Paid for by Local or SPAR funding:** What is charged to hiring department or grant
- 3) Waived without expense:** Statutory benefit (State of Texas Education Code 54.212)
- 4) Optional Fees paid by student:** Student may elect to have these charges added back to the student account to be paid out of pocket to have access to these campus services

Estimate grid for Doctoral students

Doctoral Student TA/RA/GPTI Tuition/Fee Exemption Fall 2012/Spring 2013																						
	Paid for by Student**				Paid for by Local or SPAR funding (If State, exempts without expense)													Waived without expense		Optional fees paid by student		
Credit	ESTIMATED TOTAL*	State Tuition	Graduate Tuition	Int'l Ed Fee	ESTIMATED TOTAL*	ID Card Fee	Advising & Retention	Cultural Activities	Transport Fee	Energy Fee	Records Fee	ADIA Fees***	Designated Tuition	Student Services	IT Fee	Library Fee	Student Union Fee	ESTIMATED TOTAL*	Non-Resident Tuition	Athletics Fee	Medical Svc Fee	Rec Center Fee
1	104.00	50.00	50.00	4.00	568.22	5.00	4.00	9.40	24.00	30.00	9.00	30.00	152.57	71.00	22.00	164.75	46.50	426.00	351.00	-	37.50	37.50
2	204.00	100.00	100.00	4.00	785.79	5.00	8.00	9.40	24.00	30.00	18.00	60.00	305.14	71.00	44.00	164.75	46.50	777.00	702.00	-	37.50	37.50
3	304.00	150.00	150.00	4.00	1,003.36	5.00	12.00	9.40	24.00	30.00	27.00	90.00	457.71	71.00	66.00	164.75	46.50	1,128.00	1,053.00	-	37.50	37.50
4	404.00	200.00	200.00	4.00	1,566.58	5.00	16.00	18.80	48.00	60.00	36.00	120.00	610.28	142.00	88.00	329.50	93.00	1,611.20	1,404.00	57.20	75.00	75.00
5	504.00	250.00	250.00	4.00	1,784.15	5.00	20.00	18.80	48.00	60.00	45.00	150.00	762.85	142.00	110.00	329.50	93.00	1,962.20	1,755.00	57.20	75.00	75.00
6	604.00	300.00	300.00	4.00	2,001.72	5.00	24.00	18.80	48.00	60.00	54.00	180.00	915.42	142.00	132.00	329.50	93.00	2,313.20	2,106.00	57.20	75.00	75.00
7	704.00	350.00	350.00	4.00	2,219.29	5.00	28.00	18.80	48.00	60.00	63.00	210.00	1,067.99	142.00	154.00	329.50	93.00	2,664.20	2,457.00	57.20	75.00	75.00
8	804.00	400.00	400.00	4.00	2,436.86	5.00	32.00	18.80	48.00	60.00	72.00	240.00	1,220.56	142.00	176.00	329.50	93.00	3,015.20	2,808.00	57.20	75.00	75.00
9	904.00	450.00	450.00	4.00	2,654.43	5.00	36.00	18.80	48.00	60.00	81.00	270.00	1,373.13	142.00	198.00	329.50	93.00	3,366.20	3,159.00	57.20	75.00	75.00
10	1,004.00	500.00	500.00	4.00	2,872.00	5.00	40.00	18.80	48.00	60.00	90.00	300.00	1,525.70	142.00	220.00	329.50	93.00	3,717.20	3,510.00	57.20	75.00	75.00
11	1,104.00	550.00	550.00	4.00	3,089.57	5.00	44.00	18.80	48.00	60.00	99.00	330.00	1,678.27	142.00	242.00	329.50	93.00	4,068.20	3,861.00	57.20	75.00	75.00
12	1,204.00	600.00	600.00	4.00	3,307.14	5.00	48.00	18.80	48.00	60.00	108.00	360.00	1,830.84	142.00	264.00	329.50	93.00	4,419.20	4,212.00	57.20	75.00	75.00
13	1,304.00	650.00	650.00	4.00	3,524.71	5.00	52.00	18.80	48.00	60.00	117.00	390.00	1,983.41	142.00	286.00	329.50	93.00	4,770.20	4,563.00	57.20	75.00	75.00
14	1,404.00	700.00	700.00	4.00	3,742.28	5.00	56.00	18.80	48.00	60.00	126.00	420.00	2,135.98	142.00	308.00	329.50	93.00	5,121.20	4,914.00	57.20	75.00	75.00
15	1,504.00	750.00	750.00	4.00	3,959.85	5.00	60.00	18.80	48.00	60.00	135.00	450.00	2,288.55	142.00	330.00	329.50	93.00	5,472.20	5,265.00	57.20	75.00	75.00
16	1,604.00	800.00	800.00	4.00	4,177.42	5.00	64.00	18.80	48.00	60.00	144.00	480.00	2,441.12	142.00	352.00	329.50	93.00	5,823.20	5,616.00	57.20	75.00	75.00
17	1,704.00	850.00	850.00	4.00	4,394.99	5.00	68.00	18.80	48.00	60.00	153.00	510.00	2,593.69	142.00	374.00	329.50	93.00	6,174.20	5,967.00	57.20	75.00	75.00
18	1,804.00	900.00	900.00	4.00	4,612.56	5.00	72.00	18.80	48.00	60.00	162.00	540.00	2,746.26	142.00	396.00	329.50	93.00	6,525.20	6,318.00	57.20	75.00	75.00
19	1,904.00	950.00	950.00	4.00	4,830.13	5.00	76.00	18.80	48.00	60.00	171.00	570.00	2,898.83	142.00	418.00	329.50	93.00	6,876.20	6,669.00	57.20	75.00	75.00

Doctoral students employed as TA/RA/GPTIs who are enrolled in 9 SCH or more will also receive a scholarship of \$304 during Fall or Spring terms. Scholarships will be applied as payment to the student's portion of the bill.

* These totals are estimates only, and should not be taken as definitive amounts.

**Student is also responsible for paying housing, parking, meal, international student fee, special instruction fees and other incidental charges.

*** Academic Department Instructional Assessment fees can range from \$3 to \$45 per course hour. The exemption also waives lab fees which can range from \$2 to \$30 per course.

- 1) Paid for by student:** What the student should expect to pay for Tuition and Mandatory Fees (additional charges may also apply)
- 2) Paid for by Local or SPAR funding:** What is charged to hiring department or grant
- 3) Waived without expense:** Statutory benefit (State of Texas Education Code 54.212)
- 4) Optional Fees paid by student:** Student may elect to have these charges added back to the student account to be paid out of pocket to have access to these campus services

Scholarship for Certain Doctoral Student RA/TA/GPTIs

TAs, RAs and GTPIs admitted to doctoral programs, who meet the Tuition/Fee Assistance guidelines and are enrolled in at least 9 SCH, will receive a scholarship in each spring and fall semester for \$304

The \$304 scholarship will be awarded from central university funds

What does it cover? (cont)

The “Paid for by Student” amount is an estimate for the tuition and mandatory fees only. Other charges not covered by the Tuition/Fee Assistance Program include, but are not limited to:

- Special Instruction/Study Abroad/Travel Fees
- Housing, Meals, Parking, Library Fees
- International Student Fee and Insurance

What happens if the ePaf isn't complete by the due date?

- The student may pay in full and be reimbursed after the benefits have applied to the account
- The student may enroll in an Emergency Payment Plan (\$25 set up fee), to allow more time for benefits to apply and pay the student portion of the bill in installments
- If the student does nothing, they risk cancellation for non-payment and a \$50 cancellation fee

Temporary vs. Permanent Coding

- To expedite the processing of credits, a temporary code is initially loaded to the student account and then is replaced with the permanent processing code around the 20th class day. You won't see any activity on your FOP until the permanent coding is complete.
- This has a net \$0 effect on the student account but will result in multiple transactions showing on the student account.

What Happens in the Background

- ePAF must be approved through level 75 and reflect active employment on or prior to the 12th class day for fall or spring (4th class day for summer terms)
- The HR view will continue to update eligible and ineligible student accounts for SBS benefits through the 20th class day (15th class day for summer terms)
- The HR view will be a “snapshot” of the ePAFs as of the 20th class day (15th class day for summer terms) and this will determine how the expense will be charged

What Happens in the Background (cont)

- Exemption will be charged out to the grant or dept FOP in the exact same FTE percentage as the student/employee's salary
- If the department wishes to change the account charged they would:
 - Complete an updated labor distribution that is effective prior to the 20th class day
 - Process a cost transfer after the expense was charged

What Happens in the Background (cont)

- These expenses will be charged to the FOP of record regardless of budget availability; however, if a FOP that allows salary does not also allow exemptions and SPAR has identified the FOP with the correct attribute, then the expense will post to a clearing account. SPAR will then contact the department for an alternate FOP that does allow the expense
- Depts will not be allowed to “deny” this benefit to any student that meets the eligibility criteria

Additional Resources

- Banner: TSAAREV
- Banner: TSICSRV
- COGNOS: AR024 in TTU Accts Receivable
- COGNOS: HR035

Contact Student Business Services

We're available 8:00 am – 4:30 pm
Monday – Friday.

In person:
301 West Hall

By phone:
806-742-3272

By email:
sbs@ttu.edu

