

Texas Tech University Graduate Student Tuition/Fee Assistance Program

Purpose

The Texas Tech University Graduate Student Tuition/Fee Assistance Program is designed to lower institutional tuition and fees for teaching assistants, research assistants, graduate assistants and graduate part time instructors. This action is necessary if we are to recruit and retain high quality graduate students to support research and undergraduate instruction. Competition for quality graduate students requires Texas Tech to offer financial packages on par with other universities. The addition of health benefits and increases in assistantship pay amounts have helped bring our awards to a more competitive level. However, recent increases in tuition and fees have eroded these gains.

Eligibility

To be eligible for the waiver during the Fall or Spring Semester, a graduate student must be employed in an insurance eligible position at least 50% FTE for four and one-half months or more in a job and job code representing either Teaching Assistant (040371), Graduate Part-Time Instructor (040372), Research Assistant (040630), or Graduate Assistant (043906). This eligibility is noted by marking (yes) in the benefits eligible box on the Personnel Action Form (PAF) which is then reflected on the TechHRIS PAF screen as a benefits eligible code "G".

A waiver application (attached) must be completed by the student and the hiring department and submitted to the Office of Student Business Services. TTU OP 62.13 provides guidelines for the completion and submission of applicable forms to Student Business Services.

NOTE: Failure to submit the PAF and the waiver application as outlined in TTU OP 62.13, by the first day of class for any term or semester may result in extra billings for graduate student employees.

A completed and timely waiver application and the timely processing of the PAF will result in the appropriate waivers being applied. All waiver applications will be audited for compliance in accordance with OP 62.13. Failure to meet the conditions of waiver eligibility will result in the graduate student being fully responsible for all tuition and fees.

To be eligible for the waiver during the Summer Sessions, a graduate student must meet the criteria specified for either the preceding Spring Semester or the Summer Session for which the graduate student is enrolled.

Applicable Fees

In accordance with the purpose of the Texas Tech University Graduate Tuition/Fee Assistance -Program, the following fees will be waived or funded for eligible graduate students:

- Student Services Fee
- Information Technology Fee
- Library Fee
- University Center Fee
- Recreation Center Construction Fee
- Course Fees

Tuition Assistance

In addition to the fee waivers, eligible graduate students will receive assistance either from Institutional Tuition or their appropriate funding source to fund the cost of their Institutional Tuition.

Funding for Waivers

E&G Funding

If an eligible graduate student's salary is paid from Education and General funds, waivers will be applied directly to the student's bill. In addition, the Institutional Tuition account will provide the funding through a grant to eligible graduate students.

Other (Non E&G) Funding

If an eligible graduate student's salary is paid from a source (account) other than Education and General funds, the waivers will be charged / funded directly from the source of funds (account) and applied directly to the student's bill. In addition, the same source of funds (account) will fund the Institutional Tuition for these students.

Should any such account be restricted as to the use of these funds for this purpose, the funding will not be applied. In this case, the student will receive no support and will be responsible for tuition and fees as appropriate.

Externally Funded Research Grants

Effective immediately all proposals will include tuition and fees (except proposals to those sponsors who specifically prohibit payment of tuition and fees in their published guidelines).

Effective September 1 principal investigators are strongly encouraged to pay for tuition and fees from their sponsored accounts. If sufficient funds are not available, payment of tuition and fees may be delayed until funds are available but no later than the next competitive budget cycle and/or budget renewal.

Effective Date

The program will go into effect for the Fall 2000 Semester. Effective immediately the cost of the above tuition and fees will be included in budgets for all proposals to external sponsors except proposals to those sponsors who specifically prohibit payment of tuition and fees in their published guidelines. Effective immediately, principal investigators are strongly encouraged to pay for the above tuition and fees from their sponsored accounts. If sufficient funds are not available, payment of tuition and fees may be delayed until funds are available but no later than the next competitive budget cycle.