



Office of the Vice President for Administration & Finance
Chief Financial Officer

MEMORANDUM

TO: College Deans and Business Managers
FROM: Kyle Clark, Vice President for Administration and Finance & CFO
RE: Graduate Assistants
DATE: August 1, 2012

As a result of new external regulations, Graduate Assistants will no longer be eligible to receive tuition and fee waivers effective in FY13. Department managers, with the approval of their Vice President, may choose to award a competitive scholarship to Graduate Assistants whose duties do not justify a reclassification to a Teaching or Research Assistant. Teaching and Research Assistants will remain eligible for tuition and fee waivers. Below you will find information outlining the process to award a competitive scholarship.

Financial Services and Tax

The department must award scholarships out of a scholarship fund. Scholarship fund categories include 15XXXX, 25XXXX, and 35XXXX. If a new fund is needed, the department can submit a request through the New Fund Web App (https://banapps.texastech.edu/itis/fi_newfund/default.aspx).

The department must identify the funding available for awarding scholarships. The following fees may not be used to award scholarships:

1. Medical Services Fee.
2. Student Recreation Fee.
3. Academic Department Instructional Assessment Fee.

Budget

The department should determine the amount of scholarship to award and budget adequate funding, as appropriate. If the department would like to determine the amount previously provided as tuition and fee waivers, a grid is available on the Student Business Services website to assist in this calculation: <http://www.depts.ttu.edu/studentbusinessservices/tuitionandfees/tuitiongrids.php>.

Nonresident Students

Non-resident students may receive the privilege of paying in-state tuition by receiving a competitive scholarship as defined by Texas Education Code Sec. 54.213. <http://www.statutes.legis.state.tx.us>. The rules regarding competitive scholarships are stated in Texas Higher Education Coordinating Board Rule Sec. 21.2263.

The Texas Education Code Sec. 54.213 states:

Sec. 54.213. SCHOLARSHIP STUDENT. (a) An institution of higher education may charge a nonresident student who holds a competitive scholarship of at least \$1,000 for the academic year or summer term for which the student is enrolled resident tuition and fees without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the coordinating board.

(b) The total number of students at an institution paying resident tuition under this section for a particular semester may not exceed five percent of the total number of students registered at the institution for the same semester of the preceding academic year.

(c) A student who would be entitled to pay resident tuition in the 2009-2010 academic year under this section as this section existed on January 1, 2009, because the student is awarded a competitive scholarship for that academic year in the amount prescribed by Subsection (a) before the beginning of the 2009 fall semester is entitled to continue to pay resident tuition under this section as this section existed on January 1, 2009, in each semester or other term in which the student is awarded such a scholarship, as long as the student remains enrolled in the same certificate or degree program. This subsection expires August 1, 2014.

(d) The difference between tuition charged to the student under this section and the tuition the student would be charged if this section did not apply to the student shall not be accounted for in such a way as to reduce the general revenue appropriation to an institution of higher education that charges a nonresident student resident tuition and fees under this section.

In compliance with Texas Education Code Sec. 54.213, Texas Tech University administrators have authorized the following definition of a scholarship committee:

A scholarship committee is a group of at least two Texas Tech University employees who have been charged with evaluating scholarship candidates and awarding scholarships to those who meet scholarship eligibility requirements outlined on University Scholarship Account Establishment Forms. Scholarship committees may not include individuals who are not employees of the University.

The Texas Higher Education Coordinating Board Rule Sec. 21.2263 states:

(a) Authorizing Statute. The waiver program for scholarship students is authorized through Texas Education Code, §54.213.

(b) Eligible Persons. A nonresident person who receives a competitive scholarship from a Texas public institution of higher education under the following conditions may receive a waiver under the provisions of this section.

(1) The competitive scholarship must meet the following requirements:

(A) total at least \$1,000 for the period of time covered by the scholarship, not to exceed 12 months;

(B) be awarded by a scholarship committee authorized in writing by the institution's administration to grant scholarships that permit this waiver of nonresident tuition;

(C) be awarded according to criteria published in the institution's paper or electronic catalog, available to the public in advance of any application deadline;

(D) be awarded under circumstances that cause both the funds and the selection process to be under the control of the institution; and

(E) permit awards to both resident and nonresident persons.

(2) The waiver of nonresident tuition under this provision shall only apply to the semester or semesters for which the enabling scholarship is awarded.

(3) If the scholarship is terminated for any reason prior to the end of the semester or semesters for which it was initially awarded, the person shall pay nonresident tuition for any semester following the termination of the scholarship.

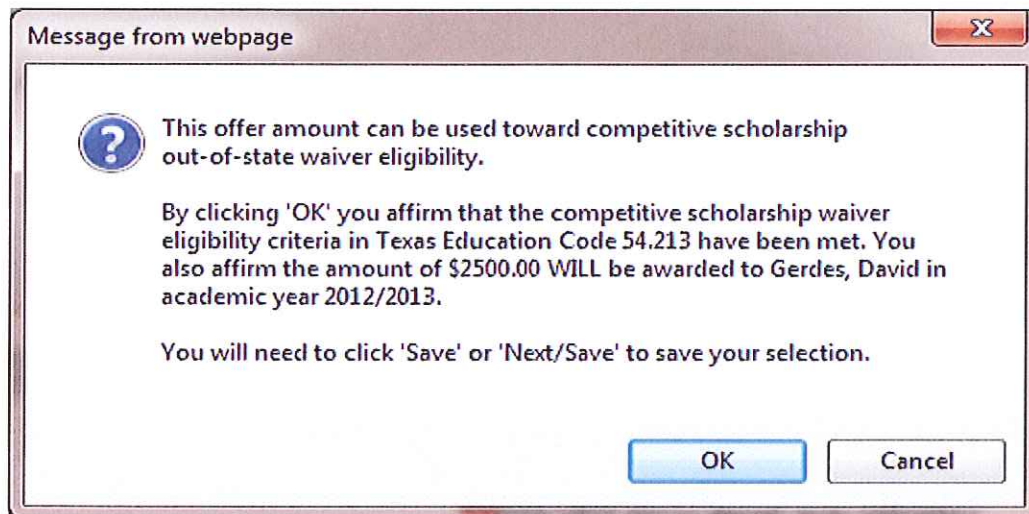
(4) The total number of persons receiving a waiver of nonresident tuition in a given semester under this provision shall not exceed 5 percent of the total number of students enrolled in the institution in the same semester in the prior year.

(c) Eligible Institutions. A waiver received under this section only applies to tuition paid to the institution that awarded the enabling scholarship unless the person is simultaneously enrolled in two or more public institutions of higher education under a program offered jointly by the institutions under a partnership agreement, in which case the person is entitled to a waiver also at the second institution.

(d) Adjusted Tuition Rate. An eligible person shall pay the resident tuition rate.

What does this mean to you?

- Both resident students and nonresident students must be eligible for the competitive scholarship.
- Students receiving scholarships should be selected by a committee consisting of at least two members who are university employees.
- Committees are responsible for ensuring that scholarship eligibility requirements documented at the time the scholarship account was established are met by each student who receives the scholarship.
- Committees are responsible for conducting a competitive selection process based on account eligibility requirements and can document the competitive procedure if audited.
- Student scholarship awards will be entered in the Scholarship Tracking System (STS) by scholarship committee designees
- If this is a new scholarship FOP, a new detail code will be needed. The department should contact the Scholarship Office to assist in obtaining a new detail code.
- When scholarship offers are made to an eligible out of state student, you must check the out-of-state waiver box on the "Student Offer Listing" page of STS affirming that the award meets Texas Education Code 54.213 requirements (see example below).



- Annual user training for the Scholarship Tracking System (STS) is available each November.
- Daily user assistance is available through the Scholarship Office at 742-3144 or scholarships@ttu.edu.

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