

**GTA/GSA Tuition Program Policy
REFERENCE DOCUMENT
Colorado State University
July 2015**

The new Graduate Teaching/Support Assistantship Tuition Program (GSA/GTA TP) is ready to be implemented for fall 2015. We will go forward with the new program on a trial basis requesting your feedback at regular intervals.

With the new program, the Graduate School will no longer provide a tuition budget to each college; instead, colleges will receive a specific number of .5FTE positions; this number is based on the formula provided on page 4 and is reflective of the number of positions that have been previously funded through the Graduate School and the resident/nonresident enrollment ratio of GTAs/GSAs. In your .5FTE allotment with the resident, domestic nonresident/international nonresident status of GTAs/GSAs will be inconsequential. Your .5FTE allotment is permanent; it will NOT be refigured annually. However, it may be increased with the appropriate administrative approvals. (See allotment increase instructions below.)

The .5FTE refers to the level of the stipend appointment that is reflected in HR Oracle. For example, a person with a .5FTE GTA/GSA stipend appointment would be employed for about 20 hours per week; a person with a .25FTE GTA/GSA stipend appointment would be employed for about 10 hours per week. GTAs/GSAs with a .5FTE stipend appointment will have the full cost of their tuition paid by the Graduate School regardless of the number of credits they are enrolled in. GTAs/GSAs with a .25FTE stipend appointment will have *one-half* of their tuition paid by the Graduate School regardless of the number of credits they are enrolled in. Only .5FTE and .25FTE appointments will be approved. No GTA/GSA stipends are funded as a part of this tuition program. The FTEs in this document refer only to the level of the stipend appointment

The purpose of this program is to relieve colleges from the pressure of balancing the college GTA/GSA tuition budgets received from the Graduate School with the actual tuition costs of the recruited resident and nonresident students serving as GTAs/GSAs. Please see below for program details.

Eligibility

In order to be eligible for the GTA/GSA Tuition Program, students must

1. be enrolled in a minimum of 1 resident instruction credit no later than census, September 9, 2015.
 - a. Please note. GTAs/GSAs with at least a .25FTE stipend appointment, enrolled in CSU's health insurance program, and enrolled in at least 5 RI credits will receive full 12 month coverage of their health insurance provided through CSU.
2. meet the general assistantship requirements as noted in the Graduate and Professional Bulletin – Terms & Conditions of Appointment.
3. be appointed as either a .5FTE or .25FTE; no other GTA/GSA stipend appointment levels will be permitted. However, students could have an additional concurrent hourly appointment or graduate assistantship.

Program details

1. Each college will receive a specific number of .5FTE GTAs to be employed over the two semesters of the academic year.
 - a. Two .25FTEs count as one .5FTE.
2. For students appointed at the .5FTE GTAs/GSAs (20 hours/week) level, the Graduate School will pay the full tuition regardless of the students' resident/non-resident/international status.

3. For students appointed at the .25FTE (10 hours/week) level, the Graduate School will pay half of the students' tuition regardless of the students' resident/non-resident/international status.
4. The Tuition Program covers resident/non-resident instruction tuition only; it does not cover any fees. It does not cover tuition associated with CSU Online programs offered through the Division of Continuing Education (DCE).
5. Domestic non-resident students will be advised to establish residency during their first year at CSU. Departments will be responsible for informing students and monitoring this process.
6. International students are never able to establish residency; nevertheless, international students may serve as GTAs/GSAs as long as they meet eligibility requirements and the Terms & Conditions of the Appointment per the Graduate and Professional Bulletin.
7. Student domestic/non-resident/international status does not affect the .5FTE GTA/GSA allotment colleges are allocated from the Graduate School.

Instructions for enrollment

1. **ALL** GTAs/GSAs, not just those supported through the Graduate School Tuition Program, must be charged to the Graduate School College Tuition Account (GSCTA) at the level commensurate with the GTA/GSA appointment (e.g., .5FTE full tuition, .25FTE half tuition).
 - a. ***With .25FTE appointments supported THROUGH Graduate School Tuition Program, only one-half of the tuition is approved to be charged to the Graduate School Tuition Account; the other half of the tuition should be billed directly to the student or other account, should the student have a concurrent assignment.***
 - b. ***With .25FTE appointments supported through accounts OTHER THAN the Graduate School Tuition Program only one-half of the tuition should be charged to the Graduate School tuition Account; the other half of the tuition should be billed according to the contract.***
2. These GTAs/GSAs will be included on the Sponsor Invoice sent in early fall and spring semesters from Accounts Receivable Operations.
 - a. No special notations are required for this process on the Sponsor Invoice. You will follow the same process and respond to the same deadlines you currently follow for Accounts Receivable Operations.
 - i. All GTAs/GSAs within a college will be charged to the Graduate School College Tuition Account (GSCTA); this will be the default. Charges to other accounts will not be an option except when there is a .25FTE appointment. In that situation, one-half of the tuition would default to the GSCTA and the other half would be expected to be paid by the student or another account should the student have a concurrent assignment. Please note. This system is contingent on the implementation of the new Accounts Receivable system for the fall.

Billing process for GTAs/GSAs

1. Based on IR's snapshot of GTA/GSA FTEs mid-March, each College will receive a bill if it exceeds the number of .5FTEs allotted from the GS through the GTA/GSA Tuition Program. The bill will be due March 31 (cleared by the end of 3rd quarter) and will be based on 80% of the total cost due. Shortly after July 1, each college will receive a final bill based on full IR data for the fiscal year to be paid by fiscal year end. . See B in Table 1.
 - a. Each college is responsible for creating a process to reimburse the Graduate School College Tuition Account for the number of GTAs/GSAs that exceed the GS .5FTE allotment.
 - i. *It is anticipated that many Colleges will reimburse the Graduate School College Tuition Account since all GTAs/GSAs are charged to the college tuition account held by the GS, not just those who are supported through the Graduate School Tuition Program.*

- b. The reimbursement of the college to the Graduate School College Tuition Account will be based on the percentage of the overage of the .5FTE allotment multiplied times the actual charges of the GTAs/GSAs to the Graduate School College Tuition Account.
 - i. For example, if a college received an allotment of 100 GTA .5FTEs, and at the end of the year had funded 110 GTA .5FTEs, the college would multiply the percentage of .5 GTA FTEs that exceeded the allotment (number of GTAs over the allotment divided by GTA original allotment, $10/110=.091$) times the total amount of tuition charged to the Graduate School College Tuition Account (e.g., \$3M) for a total to be reimbursed to the GSCTA of \$273,000 ($\$3M \times .091=\$273,000$). The remainder would be the amount covered by the GSCTA, $100/110=.909$; $.909 \times \$3M=\$2,727,000$; $\$273,000+ 2,727,000=\$3M$.
2. Some colleges appoint GTAs/GSAs to assist with CSU Online courses. Those students are paid through Online accounts. However, because these students will be charged to the GSCTA, we need their names, IDs, and FTE appointment. With that information, we will subtract the corresponding FTE from the total FTEs IR reports and ensure your FTE is NOT inflated which would otherwise cause you to be billed for exceeding your GTA/GSA allotment (see Billing process above).
 - a. Please submit a list of GTAs/GSAs paid through CSU Online by March 1 of each year to Dustin Grantham. Include the following information for each: name, student ID, level of appointment (.5 or .25 FTE).

Allotment increase instructions

In order for base GTA/GSA .5FTE allotments to be increased on a one-time or permanent basis, the respective college must submit a Course Capacity Request for one-time support or a GTA/GSA Permanent Tuition Request for permanent support.

Please note that two .25FTEs = one .5FTE, AND more importantly, that the two .25FTEs each receive coverage for only HALF of their tuition. This is the same coverage that has historically been provided for .25FTEs.