



Graduate Research Assistant (GRA) Tuition Payment Request
(For USF Tampa Academic Affairs Units)

International Student Yes____ No____

GRADUATE SCHOOL
4202 East Fowler Ave, BEH304
Tampa, FL 33620
TEL: (813) 974-2846
<http://www.grad.usf.edu/>

Purpose/Eligibility:

This form is used to request tuition payment from the Graduate School for **Graduate Research Associates or Assistants (9181 or 9182 only)** that fall into one of the following scenarios:

- The student is hired on a contract or grant that does NOT allow for tuition expenses and the student's wage does not compensate for tuition.
- The student's Academic Program requires more credit hours of enrollment than what the contract or grant allows (i.e., the student is required to enroll in 18 credit hours per semester for the program and the contract or grant only covers 9 credit hours per semester).
- The stipend is funded through faculty startup funds.
- The stipend is funded through E&G funds.

Deadlines:

To be eligible for tuition payment, this request must be in the Graduate School Dean's office no later than the Monday before Fall, Spring, and Summer C semesters begin. This form must be completed for each semester that tuition payment is requested from the Graduate School.

All Graduate Research Assistant Tuition Payment requests from the Graduate School for Graduate Assistant appointments **must** be approved by the academic department's college dean (or representative) before the Graduate School will approve the request.

Completing the Form: (Incomplete forms will be returned)

Parts 1, 2, 3, & 4 Student's Information and Employer's Information, Graduate Assistantship Information & Tuition Payment Request:

- The employing department completes Parts 1, 2, 3 & 4.
- Attaches the job description and the Appointment Status Form and/or Letter of Offer.
- Forwards the request to the college's Academic Associate Dean (or representative) for approval.

Part 5 College approval:

- The Associate Dean for Graduate Academic Affairs (or representative) of the student's college will approve or disapprove the request. If the request is approved, the college will send the **original** to the Graduate School for approval. If the request is denied, the academic college will return the form to the employing department with attached comments.

Part 6 Request for Tuition Payment from the Graduate School:

- The Graduate School will approve or disapprove the request for tuition payment. If the request is approved, the Graduate School will process the tuition payment requested and will notify the employing department and the student's academic college via email. If the request is denied, the Graduate School will return the form to the academic college with attached comments. The academic college will communicate denied requests to the employing department.



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DEADLINE: To be eligible for tuition payment, completed Forms A & B must be received by the Graduate School no later than the Monday before the semester begins (Fall, Spring, or Summer C)

Form Routing: Hiring Department Academic College Associate Dean Graduate School Dean

Part 1: Student's Information...

Graduate Assistant's Full Name:			
University ID #:		Degree Sought:	<input type="checkbox"/> Masters <input type="checkbox"/> Ph.D. <input type="checkbox"/> Professional
Student's College:		Program:	

Part 2: Employer's Information...

Employing Department:			
Graduate Assistant's Supervisor:			
Position Title:		Phone:	
Email:		Mail Point:	
Paperwork Contact:		Phone:	

Part 3: Graduate Assistantship Information...

Stipend Funding Source:	<input type="checkbox"/> C&G <input type="checkbox"/> Auxiliary <input type="checkbox"/> Dept. Overhead/R.O. <input type="checkbox"/> E&G	Account Number (Req'd):	
GA Job Code:	<input type="checkbox"/> 9181 <input type="checkbox"/> 9182	FTE:	
Begin Date:		End Date:	
Does the student have another Graduate Assistantship elsewhere? (if so list job code and department)			
Is the student receiving a University Sponsored Fellowship (i.e., UGF, LGF, GEOG)? (if so list name)			
Has the student's wage been increased in order to compensate for tuition costs?			

Part 4: Tuition Payment Request...

Year:		Semester :	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Credit Hours of Payment Requested:	
Briefly explain why you are requesting tuition payment from the Graduate School and note if any credit hours are being paid by your department:					

Copies of the following must be attached:
 Graduate Assistant's Job Description Appointment Status Form or Letter of Offer

By signing below I agree to the following:

- The funding source (i.e. contract or grant) for this graduate assistantship does not allow for tuition expenses.
- The student's wages do not include compensation for tuition costs.
- The student is employed for at least .25 FTE during the semester in which the payment is being requested
- I agree to work with the Academic Program to ensure that student is in good academic standing (GPA>=3.00), and is enrolled full time (Fall = 9 credit hours, Spring = 9 credit hours, Summer = 6 credit hours, students in their last semester will be granted an exception to full time enrollment) during the appointment.

Supervisor's Signature: _____ Date: _____

Part 5: College Associate Dean for Graduate Academic Affairs Approval...

Academic Associate Dean's Name:		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Signature:		Date:

Part 6: Graduate School Approval...

Verification:	Academic Standing:	FTE:	CH:	Initials/Date:
Signature:		Date:	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	