We understand that there have been many changes in the last year, and that the proportional split in particular is a paradigm shift. It is our intention to make the entries into the FSRT as simple as possible for graduate coordinators on the front-end, and use a blend of student and DOPES data on the back-end to do the actual calculations based on appointments, effort, and funding sources.

Paying Student Accounts On Time

The first priority now is to get student billing accounts paid up for tuition remission.

The most significant change for graduate coordinators is that you will not have to submit separate fee payment requests for “fee balance” or NRST if the student is covered by the funding reform, AND the student is eligible for employment tuition remission. These costs will now be included in the employment remission fee payment.

To help determine if the student is covered, we present three resources:

1. Decision Tree: Which fees are mandated under the Graduate Student Funding Reform?
2. Table: Which fees are mandated under the Graduate Student Funding Reform?

3. Decision Tree: Which selections should be made in the FSRT when making fee remission requests?
Special instructions for including notes on tuition remissions requests:
(Under the "GSR/IA Remission tab in the FSRT)

- When selecting COMBO, please note anticipated FTE % (e.g. 25% IA, 49.99% GSR) in the notes field for each student.
  - This will not affect the calculation of the proportional split; however, it will assist FSU in auditing the initial remission payment posted to the student's account.
  - We cannot pull this information in to the tool, as some entries in UCPath are not made before the fee deadline. As detailed below, the goal is to avoid over or underpaying the student's account.

- Please note if a student is beyond their guarantee of support (i.e. they have not exceeded their time/support limits, but are beyond the years of guaranteed departmental funding included in the department offer letter).
  - The new field "GFR COVERED" will display either "Y" for yes or "DO" for Department Offer.
  - Those that are "Y" are students who began matriculating in Fall 2020 or after AND are PhD within their first 5 years or MFA within their first 3 years. These students are covered under the reform and will receive full tuition (see resources #1 and #2 above).
  - Those that are "DO" are students who began matriculating before Fall 2020. They may be guaranteed the minimum support, depending on the information included in their original department's offer letter (e.g. - a 3rd year student with an offer letter guaranteeing 4 (four) years of support).

Paying Student Accounts Correctly

A close second is to avoid overpaying the students' accounts. You can help avoid this by reviewing entries for each student on both "sides" in the FSRT - check employment remission requests (under the "GSR/IA Remission tab) and fee payment requests (under "Fellowships" tab). Throughout the year as changes need to be made to a fee payment request, it's a good idea to review the entire support package for your student. Significant changes to the support should be communicated to the student as soon as possible.

- EXAMPLE 1: Your first year, domestic student is set up with a fellowship fee payment for $5828.17. In the first week of October, you find out that your student will be employed as a GSR.
  - Action required: Remove the fellowship fee payment request from the Draft Fellowships side of the FSRT. On the GSR/IA Remission Tab, find your student and select "GSR" from the drop down for Fall quarter. Save your request.

- EXAMPLE 2: Your student, who IS NOT covered by the GFR, will be employed in Fall quarter as a TA; your department wishes to cover the balance of fees and the NRST for the student.
  - Action required: On the GSR/IA Remission tab, find your student and confirm the indicator under "GFR COVERED" (should indicate "DO" for Department Offer). Select TA from the Fall quarter drop-down. On the Draft Fellowships side of the FSRT, draft a fee payment request using your department AID ID for the balance of fees amount and the NRST.

- EXAMPLE 3: Your third year student (domestic, CA resident), who is covered by the GFR, will be employed in Winter quarter as a TA; your department wishes to cover the balance of fees for the student.
  - Action required: On the GSR/IA Remission tab, find your student and confirm the indicator under "GFR COVERED" (should indicate "Y" for Yes). Select TA from the Winter quarter drop-down. No other entries are required. ASEs covered by the GFR will have their balance of fees covered.

- EXAMPLE 4: Your first year student (non-resident) covered by GFR is going to be employed as a TA for Spring quarter; your department wishes to cover the NRST for the student.
  - Action required: On the GSR/IA Remission tab, find your student and confirm the indicator under "GFR COVERED" (should indicate "Y" for Yes). Select TA from the Spring quarter drop-down. No other entries are required. ASEs covered by the GFR will have their NRST* and balance of fees covered. (NRST is covered for international students, and domestic students in their first year of enrollment. After the first year of enrollment, domestic students are expected to take steps to become California residents.)