FAQ: FSRT Entries & Proportional Split

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 make fee remission requests?
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.

To help illustrate, we present four examples:

Example 1

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

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

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

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.)

Special instructions for including notes on tuition remissions requests:
Combination Appointments

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 into 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.

Students Beyond Guarantee of Support

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).

Requesting* Balance of Fees or NRST

Requesting the Balance of Fees and/or NRST Along with Fee Remission

- If your student is not covered by the minimum funding requirement portion of the Graduate Funding Reform, and
- Your department would like to cover the balance of fees (for ASEs) or the NRST (for ASEs or GSRs), and
- The funding source of the balance of fees and/or NRST is THE SAME as the salary fund source, then
- You may request the additional amount to be paid with the fee remission request (please use the note templates below)

**Note:** If your student is covered by the minimum funding requirement portion of the Graduate Funding Reform then the balance of fees and NRST (if applicable) is already included in the fee remission; no action needed from you. Please review this handy chart.

- Another note: this is meant to be a time-saver for department preparers; this is not required. If you have already requested the balance of fees and/or NRST as a fellowship fee payment, you do not need to change it.

Requesting the Balance of Fees and/or NRST Separate from the Fee Remission

- If your student is not covered by the minimum funding requirement portion of the Graduate Funding Reform, and
- Your department would like to cover the balance of fees (for ASEs) or the NRST (for ASEs or GSRs), and
- The funding source of the balance of fees and/or NRST is DIFFERENT from the salary fund source, then
- You must request via a fellowship fee payment (Draft Individual Tuition/Fees; same process as before)

The fine print: A reminder that NRST is only covered for international students and domestic students in the first year of enrollment. Any department that wishes to cover the NRST for their student who was eligible to become a California resident, but has not, should submit an exception request.

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<table>
<thead>
<tr>
<th>Note</th>
<th>What it means</th>
<th>Dollar Amount to Be Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add balance of fees to fee remission.</td>
<td>Employment team will add balance of Campus Fees not covered by the ASE Partial Fee Remission to the remission request.</td>
<td>$231.17</td>
</tr>
<tr>
<td>Add NRST to fee remission.</td>
<td>Employment team will add the amount for non-resident supplemental tuition and fees to the remission request.</td>
<td>$5034.00</td>
</tr>
<tr>
<td>Add balance of fees and NRST to fee remission.</td>
<td>Employment team will add the balance of Campus fees not covered by the ASE Partial Fee Remission AND the amount for non-resident supplemental tuition and fees to the remission request.</td>
<td>$5265.17 ($231.17 + $5034.00)</td>
</tr>
</tbody>
</table>
Accounting Information

Tuition remission for GSR (GSRTF) will continue post to the same PTAF/COA as the gross pay, using the pool rate and adjusted by the proportional split.

Tuition remission for Instructional Assistance (IATF) will post as follows, using actual costs and adjusted by the proportional split:

- Resident tuition & campus fees will post to the same PTAF/COA as the gross pay
- Non-resident supplemental tuition (NRST), where applicable**, will post to a single project-task provided by the academic home department for the instructional student employee.

** (See "the fine print" under the section "Requesting the Balance of Fees or NRST" above)

For more information, visit Graduate Funding Reform & Policy (expand to see Answers to Frequently Asked Questions > Proportional Split of Tuition & Fees > Accounting Information - Posting Tuition Remission to Financial Ledgers).