

College of Arts & Sciences Fee Remission Guidelines 2011-12

Eligibility for receiving a fee remission continues to be based on employment as a student academic appointee.

Please note the policy regarding fee remissions below.

Fee remissions given to students should be used to enroll in courses *related to their degree* on the Bloomington campus. The College anticipates departments will hire only Arts and Sciences degree seeking students. Any exceptions should be cleared with Dean Jean Robinson before commitments are made. Once the exception has been approved, please remind the student that the College will only provide a fee remission at the College of Arts and Sciences rate. Schools such as Business, Law, etc. have higher tuition rates than the College.

I. Eligibility (10 accounts)

Appointment at 37.5% FTE (15 hours per week) or greater as a student academic appointee.

Enrollment in good standing in a College graduate degree program.

All graduate students on academic appointment at or above 37.5% FTE must enroll in a minimum of 6 credit hours per semester on appointment. Please note all SAA guidelines in the Office of the Vice Provost for Faculty and Academic Affairs *Handbook for Student Academic Appointees* located online at:

https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page

II. Procedures (10 accounts)

The College has provided a base SAA allocation for your department/program. All students appointed from this allocation and meet the above eligibility will automatically receive a fee remission for a maximum of 12 hours per semester. ** If a student receives a fee remission for both semesters of the preceding academic year, the College will provide a similar award for the summer for a maximum of 6 credits. **Please note however that if the eligible student is appointed on a non-general account in the summer, the policy continues to be that the appointed summer account will be responsible for all or a portion of the summer fee remission.**

NO FEE REMISSION FORMS NEED TO BE SUBMITTED FOR COLLEGE STUDENTS APPOINTED ON 10 ACCOUNTS

G901 – THIS MUST BE INDICATED ON THE 10-ACCOUNT E-DOC.

Please check the G901 status carefully – students who are loaded a fee remission when they are really planning to enroll in G901 are loaded fee remission and if they apply for federal loans they will be penalized financially unless that fee remission is removed.

III. Eligibility (Non-General/Grant accounts)

Appointment at 50% FTE (20 hours per week) as a student academic appointee.

Enrollment in good standing in a graduate degree program.

All graduate students on academic appointment at or above 37.5% FTE must enroll in a minimum of 6 credit hours per semester on appointment. Please note all SAA guidelines in the Office of the Vice Provost for Faculty and Academic Affairs Handbook for Student Academic Appointees located online at: https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page

IV. Procedures (Non-General/Grant accounts)

For billing purposes, a graduate fee remission form must be completed for each student receiving a fee remission from a non-general/grant account.

A graduate fee remission may be awarded for a **maximum of 12 credit hours each semester and a maximum of 6 credit hours for summer**. A student who held a fee remission for both semesters of the preceding academic year will be eligible for a **maximum of 6 credit hours in the summer**. * **Please note however that if the eligible student is appointed on a non-general account in the summer, the policy continues to be that the appointed summer account will be responsible for all or a portion of the summer fee remission.**

In order for students appointed on grant accounts to receive a fee remission they must meet the same eligibility requirements that are outlined above (III.).

1. Grant Accounts (40-59)

New grants are required to budget fee remission and health insurance for graduate students.

College fee remission account pays difference between resident and non-resident fees.

Grant pays resident fees and health insurance.

Student pays remaining percentage and mandatory fees.

2. Grant Accounts Other Than 40-59 (Non-General)

In order for students appointed on these accounts to receive a fee remission they must meet the same eligibility requirements that are outlined above (III.). Fee remissions can be assigned to eligible students and **the funding source pays the resident portion of the fee remission and health insurance**. The College pays the difference between the resident and non-resident fees. Non-College students are funded 100% from the appointment account.

In all cases, except for those enrolling in G901, where a graduate student has been appointed at 50% FTE, a graduate fee remission form must be completed. Enter the student's name, university ID, semester(s) for which fee remission and stipend are being given, account number on which student is appointed, and **account number paying for graduate fee remission**. If the fee remission is to be charged to a cost share account, you **must indicate** the source account and sub account. Please provide justification in the comments section of the form if the College is responsible for the fee remission. Submit the form to Misty Cummings, Kirkwood Hall 208.