

2012 Summer Fee Remission Procedures

FEE REMISSION ELIGIBILITY

A graduate student is eligible for a summer fee remission up to 6 credit hours based upon either (1) previous appointment (G901 students receive 2 credit hours) or (2) summer appointment. In no case will a student be eligible for more than 6 credit hours.

1. PREVIOUS APPOINTMENT

Students are eligible for a summer fee remission based on previous appointment if they meet one of the following conditions:

- A. 10 Accounts:** Students appointed both semesters of previous academic year on a Student Academic Appointment (SAA) at least .375 FTE and received a fee remission both semesters (or enrolled in G901). The College picks up the fee remission.
- B. Grant and Non-General Accounts:** Students appointed both semesters of previous academic year at least .50 FTE and received a fee remission both semesters (or enrolled in G901). Accounts will be charged for instate fees; the College will pick up balance if out of state.
- C. Both 10 and Grant or Non-General Accounts:** Students appointed on 10 account one semester and grant or non-general account the other semester of previous academic year and received a fee remission both semesters (or enrolled in G901). The College and grant or non-general account will split the cost of the fee remission and the grant or non-general account will only be charged instate fees.

Fee remissions for all qualifying AYR appointed students (A, B, or C above) will be automatically loaded for 6 credit hours. Students appearing on your G901 list could have qualified by either a 10-account appointment or grant/non-general appointment. The 2 credit hour summer fee remission for these G901 students is provided by the College and will also be automatically loaded.

- A. 10-AYR LIST:** Students eligible because of previous appointment on 10 account as either an AI or GA (G901 students receive 2 credit hours).
- B. NON-GEN LIST:** Students eligible because of previous appointment on grant or non-general account (G901 students receive 2 credit hours). Please make sure the account number listed for the academic year is correct.
- C. 10+Non-GEN LIST:** Students eligible because of previous appointment for one semester and received a fee remission on a 10 account and one semester on a grant or non-general account with a fee remission. **You MUST send a fee remission sheet for these students if the account needs to be changed** that will be charged for ½ of the fee remission.

REMINDER: You do not have to submit a summer fee remission sheet for a student that appears on the NON-GEN LIST or on the 10+Non-Gen LIST unless the grant account that needs to be charged is different for summer.

2. SUMMER APPOINTMENT

Students that did not hold an appointment for both semesters of the previous academic year are eligible for a summer fee remission of 3 credit hours per session appointed if they meet BOTH of the following conditions:

- A. Appointed during Summer 2012 for at least .375 FTE on a 10 account or at least .50 FTE on a grant or non-general account.** Notification of this type of fee remission request **MUST BE MADE IN THE NOTES SECTION ON THE APPOINTMENT EDOC.**
- B. Enrolled in a degree granting program.** *If a student has graduated, no fees for summer will be given.

If you have students appointed on a **grant or non-general account** and are eligible to receive a fee remission based on summer appointment **you must submit a fee remission sheet after submitting the edoc**. For students appointed on a **10 account** for the summer and NOT appearing on List A, B, or C, you **must notify us in the notes section of the appointment edoc** that a fee remission is needed based on the appointment on the 10-account. We do not check to make sure all the 10-account appointees in the summer have a fee remission, so you will need to notify us if your student qualifies for this summer session fee remission.

NOTE: In order for students appointed in the summer to be exempt from FICA, they must meet the enrollment requirements listed below (<http://www.indiana.edu/~vpcfo/policies/payroll/iv-230.html>). Please remember that students are only required to register (prior to the FMS enrollment verification) for summer courses if they choose to be exempt from FICA.

Graduate Students:

First and/or Second Summer - two (2) credit hours per session employed.
Active Dissertation status - one (1) credit hour per session employed.

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, in both the academic year and the summer. Any exceptions should be cleared with the appropriate College dean before commitments are made.

If you have any questions, please feel free to contact Misty Cummings (6-0728 or mlcummin@indiana.edu) or Linda Holman (5-4027 or lgreenwo@indiana.edu).