2015 Summer Fee Remission Procedures

FEE REMISSION ELIGIBILITY
A graduate student may be eligible for a summer fee remission up to 6 credit hours but in no case will a student be eligible for more than 6 credit hours.

Fee remissions given to students should be enrolled 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.

Enrolled in a degree granting program. *If a student has graduated, no fees for summer will be given.

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-AYR LIST: 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. Please note if a student is on this list and is appointed on any NonGen account in the summer the fee remission will be charged to that Summer appointment account instead. Please send a new fee remission form for the summer fees. This is not a new guideline just a clarification.

B. NON-GEN LIST: 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). Please make sure the account number listed for the academic year is correct. If account number needs to be changed please send a Fee Remission Form. Please note if a student on this list is appointed on any 10 summer session account in the summer the fee remission will be charged to the summer appointment account instead. Please send a new fee remission form for the summer fees. This is not a new guideline just clarification.

C. 10+Non-Gen List: 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 with the grant or non-general account listed. PLEASE SEND A FEE REMISSION FORM for the student if the account needs to be changed that will be charged for ½ of the fee remission.

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.

Reminder: You do not have to submit a fee remission form for a student that appears on the NON-GEN LIST or 10+Non-Gen LIST unless the grant account that needs to be charged is different for summer.
2. SUMMER E-DOC APPOINTMENTS

Students that did not hold an appointment for both semesters of the previous academic year are eligible for a summer fee remission if they meet one of the following conditions:

Note: A graduate student may be eligible for a summer fee remission up to 6 credit hours but in no case will a student be eligible for more than 6 credit hours.

**APPOINTED DURING SUMMER 2015 for at least .375 FTE on a 10 account.** Notification of this type of fee remission request **MUST BE MADE IN THE NOTES SECTION ON THE APPOINTMENT EDOC.** 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.

**APPOINTED DURING SUMMER 2015 for at least .50 FTE on a grant or non-general account.** If summer fee remission is to be loaded notification of this type of fee remission request **MUST BE MADE in the notes section on the e-doc appointment AND the Summer 2015 Fee Remission Form attached to the e-doc.**

**STUDENT SOCIAL SECURITY TAX WITHHOLDING EXEMPTION:**

In order for students appointed in the summer to be exempt from FICA, they must meet the enrollment requirements listed:

Graduate Students:

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

(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.)


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