

University of Utah Tuition Benefit Program



Education, Culture and Society

University of Utah

Categories of Supported Graduate Students

The four eligible classifications qualifying a student for TBP participation are:

Graduate Teaching Assistant (TA):

A graduate student with instructional responsibilities as instructor of record, assistant to the instructor of record or tutor. Duties may include lecturing, holding discussion or problem sessions, conducting laboratory sections, conducting studio or performance work, online instruction, grading, tutoring, and holding office hours

Graduate Research Assistant:

A graduate student assigned directly to an externally funded research grant and doing research for that project.

Graduate Assistant (GA):

A graduate student assigned work related to his/her degree program and not covered in the previous two categories. A GA must be funded by his/her department and not supported by external funding. **If a student wishes to work as a GA outside his/her home department, prior approval must be granted by the Dean of The Graduate School.**

Graduate Fellow (GF):

A graduate student on a fellowship, whose tuition is not paid by the award. TBP has right of first reversal if other sources of tuition funding are available, meaning if tuition money is included in the fellowship award, the student should not use tuition benefit. The University administers the award and a service expectation may or may not accompany it.

Registration Requirements

Students participating in the TBP must be:

- full-time, matriculated graduate students in good standing
- maintain cumulative GPA of 3.0 (Law School, 2.0). Students on academic probation are not eligible for a Graduate School tuition benefit.
- TBP full-time student status means registration for at least nine credit hours throughout the semester (Fall and Spring). This provision does not affect full-time definitions or requirements currently employed for the purpose of loan repayment, student insurance, or other reporting requirements.
- FTE cannot exceed .74. An FTE of .5 is the recommended maximum.

TBP covers:

- 9-12 graduate credit hours per semester during Fall and Spring, except for RAs whose tuition benefit is a minimum of nine and a maximum of 11 credit hours in Fall and Spring semesters and three credit hours in Summer semester.
- Non-resident tuition is covered in full, **except for in cases of RAs who have exceeded 84 cumulative credit hours. At that point, the benefit will only cover resident tuition for RAs. This condition will be implemented in the semester when cumulative registration exceeds 84 credit hours as a University of Utah graduate student.** Please ensure that students apply for state residency as soon as they are eligible. RA's who have finished their coursework may register for 9 thesis hours ONLY to avoid being charged nonresident tuition.
- **Undergraduate, contract, and/or audited courses, repeated courses, and credit/noncredit courses count toward the required minimum nine credit hours but do not qualify for a tuition benefit.** The benefit will not pay for those courses. A student registered for fewer than nine credit hours may make up the difference by registering for 6970, 6980, 7970, 7980, or other appropriate graduate credit. **Students may register for a maximum 16 semester hours but are responsible for tuition for hours exceeding 12 credits.**

*******IMPORTANT:** Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.

Financial Support Requirements For A Tuition Benefit

All students receiving a tuition benefit must meet minimum financial support requirements paid through the University of Utah for each semester in which a benefit is received.

2017-2018 Academic Year Minimum Support Levels

1. \$7,500 per semester: 100% tuition benefit
2. \$5,625 per semester: 75% tuition benefit
3. \$3,750 per semester: 50% tuition benefit

2016-2017 Academic Year Minimum Support Levels

1. \$7,250 per semester: 100% tuition benefit
2. \$5,438 per semester: 75% tuition benefit
3. \$3,625 per semester: 50% tuition benefit

No tuition benefit is granted to students receiving less than \$3,750 for the semester for the 2017-18 academic year. Required minimum support level is annually indexed to general salary increases to prevent gradual erosion of established graduate student salaries and stipends.

Service Requirements

Graduate students receiving a tuition benefit are expected to fulfill the responsibilities appropriate to their specific assignments. No student is required to work more than 20 hours a week (0.50 FTE) in order to receive a tuition benefit. Faculty may expect up to 20 hours of work a week (0.50 FTE) from students receiving a 100% tuition benefit, 15 hours a week (0.375 FTE) from students receiving a 75% tuition benefit, and 10 hours a week (0.25 FTE) from students receiving a 50% tuition benefit. Students working one or more on-campus jobs with a combined FTE greater than a 0.74 FTE are ineligible to participate in the Graduate Tuition Benefit Program.

NOTE: In order to participate in the TBP, student information, including combined salaries, stipends, and FTEs (from university departments), must be entered on the TBP Web page by the “home” department (department in which the student is pursuing a graduate degree). These data must be entered on the Web before the ‘state registration census’ is taken, e.g., 15th day of classes.

Residency

As approved by the University of Utah president and according to Utah law and the Board of Regents’ policy, out-of-state TBP students are exempt from paying nonresident tuition. Their graduate tuition benefit is at the in-state rate for the appropriate TBP level (100%, 75%, or 50%). Tuition and fees not covered by the TBP are the student’s responsibility. **Out-of-state, non-international graduate students receiving a tuition benefit must apply for Utah residency upon fulfilling 40 semester credit hours at a regionally accredited Utah institution of higher education.** Comprehensive and aggressive action should be taken by departments to ensure that U.S. citizens apply for Utah residency once 40 graduate credit hours are reached. A student’s ability to establish residency will not affect receipt of a tuition benefit. (Go to <http://admissions.utah.edu/apply/residency/> for details on how to apply and qualify for residency reclassification).

Restrictions

A graduate tuition benefit is available only to graduate students compensated through the University of Utah. The TBP covers general graduate tuition and mandatory fees. Differential tuition charged by various university graduate and professional programs is the responsibility of the graduate student, department, and/or college. Students may participate in the TBP for a limited number of semesters, which need not be sequential. Time limits for participation in the TBP are as follows:

1. Students in a master's program are limited to **two years (four semesters)** of tuition benefit support.
2. Students in a doctoral program who entered with a bachelor's degree are limited to **five years (10 semesters)** of tuition benefit support.
3. **Students in a doctoral program who also received a master's degree at the University of Utah are limited to five years of tuition benefit support** (two years for a master's + three additional years for a doctorate).
4. **Students entering a doctoral program with a master's degree from another university are eligible for four years (eight semesters) of tuition benefit support.**

Doctoral students who fall under categories 2 and 3 above and who have served a minimum of four semesters as full-time TAs (0.50 FTE or 20 hrs/ week) may receive an additional year (two semesters) of tuition benefit support beyond the limits described above. In order for the student to receive this time extension, departments must send a written request to The Graduate School that includes the student's name and uNID. These restrictions do not limit the number of years or semesters a program, department, or college may choose to support a student in addition to the TBP. Established time limits for completion of graduate programs still apply.

The student and department are responsible for maintaining an accurate count of the semesters of tuition benefit support a student has received. A student who receives more terms of tuition benefit than he or she is eligible for may be retroactively billed for the tuition of the ineligible semester(s). Tuition benefit support is only available for Research Assistants during summer semester. To qualify, a student must be paid as an RA during either Fall or Spring semester, then paid again as an RA during Summer term. All other requirements remain in place. Summer TBP covers only 3 credit hours and students must register for 3 credits to be eligible. Summer semester does not count against the total number of semesters that a student is eligible for.

Administration Of The Tuition Benefit Program

The Graduate School administers the Graduate Tuition Benefit Program. Verification of a student's TBP eligibility is the department's responsibility. **Note: If a graduate student received a conditional tuition credit for the semester but (a) withdrew from courses, dropping below the minimum nine credit hours; (b) received less than the minimal financial support; or (c) in any way did not meet all requirements or restrictions associated with any of the TBP graduate student components or Graduate School policy, the tuition credit will be rescinded.** The student will be billed for tuition and fees at the full, relevant rate for that semester. Department administrators should diagnose TBP problems using their Graduate Tuition Benefit Report, and escalate issues to the Graduate School when necessary.

Students are not eligible to receive a tuition benefit after a semester has ended if they were not entered on the Web prior to the date the 'state's registration census' (15th day of classes) is taken. It is a department's responsibility to enter eligible students on the TBP Web page in a timely manner prior to the 15th day of the semester the student expects to receive the benefit. No retroactive benefits are awarded.

Petitions for Exception to Tuition Benefit Policy

With a petition from the student's department chair to the dean of The Graduate School, exceptions will be considered for personal emergencies such as illness or family emergency. Petitions related to tuition benefit should be formatted as a letter printed on letterhead. While a student may submit a petition on their own behalf, typically the student's faculty advisor or Department Chair writes the petition. Petitions should be submitted to the Graduate School's Office of Fellowships & Benefits, where they are routed to the Dean for review.

Please follow the below guidelines before submitting a petition:

The Tuition Benefits Program (TBP) has been designed to cover most of the cost of the graduate student tuition, but it was never intended to guarantee 100% tuition coverage for all students. In cases where a graduate student exhausts their TBP allotment before completing their degree, there are several options:

- 1) The student may register for the minimum credit hours necessary to maintain continuous registration (1 credit hour) and pay directly. In some cases, visa and/or student loan or health

insurance issues require the student to register for 3 credit hours of dissertation in order to maintain full-time student status. For example, the University's student health plan currently requires 3 credit hours enrollment.

2) In many cases, the student is appointed as an RA and their stipend is paid for by a research grant. Under most circumstances, the PI of the grant can pay the tuition directly from their grant funds. In this case, the student does not have to register for the full 9 credit hours necessary for TBP. The grant can be charged the minimum necessary (1 or 3 credit hours of dissertation) in order to maintain continuous registration/full time student status, respectively.

3) It is also allowable for the PI to pay the 1-3 credit hours of tuition directly out of their startup account fund, or out of a departmental funds.

4) The PI may petition the Dean of the Graduate School for an exception to TBP policy. TBP exception petitions are appropriate for issues beyond the student's control, such as loss of a semester due to a personal illness or illness of a family member. The fact that the student has exhausted their allotment of TBP is not sufficient to merit a waiver of TBP policy.

To be eligible for a TBP exception, a student must be in good standing in their program, and this status must be documented in the student's Graduate Tracking. For example, an advanced student who has not formed a supervisory committee, or has not passed the departmental milestones such as the qualifying exam is ineligible for a TBP exception. TBP petitions in these cases will be denied.

Before filing a petition the Dean of the Graduate School, the PI should explore all options 1-3 above. The petition request should include a discussion regarding why the PI cannot charge the tuition to the same grant or account that is supporting the student stipend, or a different University account. The petition should demonstrate the feasibility of the student completing their degree within the request for TBP extension. Petitions lacking documentation regarding these issues will be returned to the petitioner unreviewed.

5) The Dean of the Graduate School reserves the right to explore alternate paths to paying the student tuition in difficult cases with particular merit. This may include a collaborative solution involving cost sharing among the various stakeholders in the discussion. The emphasis behind this type of agreement is providing a mechanism to enable speedy degree completion. Multi-semester or ongoing TBP exceptions for the same student are generally appropriate only under unusual circumstances.

Frequently Asked Questions

Who qualifies for the University of Utah Graduate Tuition Benefit Program (TBP)?

A matriculated graduate teaching assistant (TA), a graduate research assistant (RA), a graduate assistant (GA), or a graduate fellow (GF) who satisfies all eligibility requirements, e.g., registration hours, financial support, service guidelines, etc. as set out in the TBP Guidelines.

How can I participate in the TBP program?

Check with your departmental tuition benefit coordinator or director of graduate studies to verify your eligibility and to see whether you were added to the department's TBP web list. The departmental TBP coordinator submits this list at the beginning of Fall and Spring semesters. If your name is not on this list for the semester(s) in question, you cannot participate in the TBP for that term(s).

If I have to repeat a course for a better grade, will tuition benefit pay for the course?

No, repeat courses are excluded from Tuition Benefit coverage. The course can count toward your total minimum course registration (9 credits), but the program will not pay the tuition for the repeated course.

How do I know if I am eligible for the TBP?

You may be eligible to participate in the TBP during the 2014-2015 academic year if each semester you (a) receive from University funding a minimum of \$6,750 for a 100% benefit, \$5,063 for a 75% benefit, or \$3,375 for a 50% benefit; (b) are a matriculated graduate student registered for at least nine credit hours (but no more than 16; TBP covers up to 12 graduate hours for TA's, GA's, GF's, and up to 11 for RA's); (c) are a student in good standing, e.g., cumulative GPA of 3.0 (Law School, 2.0); and (d) have an eligible TBP work assignment not greater than 20 hours weekly (0.5 FTE). To maintain TBP eligibility, all domestic nonresident students must apply for Utah residency upon completion of 40 graduate level semester credit hours at the University of Utah. Go to www.admissions.utah.edu for details on how to qualify and how to apply for residency reclassifications.

Who pays tuition for undergraduate courses (below 5000 level) graduate students may take to make up deficiencies in or directly as a part of the graduate program?

Undergraduate courses count toward the minimum registration of nine credit hours but do not qualify for a TBP credit. Graduate students taking graduate courses who (a) satisfy a supported TBP graduate student eligible category/s; (b) register for nine credits but not more than 16; and (c) comply with the TBP service requirements will have general graduate tuition and mandatory fees paid at the qualifying TBP percentage for graduate courses. Students are responsible for payment of tuition for

(1) hours over 12 graduate credit hours (**or over 11 for Research Assistants**), (2) undergraduate hours, (3) audit, contract, activity, or CR/NC courses, (3) special fees, and/or (4) differential tuition. Nonresident students will be charged the in-state resident tuition rate.

Are special fees such as lab and field trip fees included in the benefit?

No. The TBP covers general graduate tuition and mandatory (building, activity, computer, etc.) fees for the maximum 12 credit hours (**11 for Research Assistants**).

How will I know that my tuition has been paid?

Check your student account on the *Campus Information Services*. Eligible students will receive a conditional tuition credit within six or seven days after the semester begins. Conditional tuition credit is determined using the appropriate percentage calculated from the anticipated dollar amount to be received during the semester. This amount is entered on the TBP Web page by your home department. Students must pay tuition and fees that do not qualify for the TBP, i.e., graduate credits above the 12 TBP eligible hours (**11 for Research Assistants**), undergraduate, contract, audited, or activity courses, differential tuition beyond the general graduate tuition, etc.

If I qualify for the TBP but learn that my account has not received TBP credit, whom do I contact?

Contact the tuition benefit coordinator in your home department.

Who is responsible for satisfying the continuous registration requirement of nine semester credit hours?

The student is responsible to register and to be continuously registered for at least nine credit hours throughout the semester.

When must students be registered for the minimum nine semester credit hours in order to participate in the TBP?

To be eligible to participate in the TBP, students must be registered for nine credit hours before the semester's 15th day of classes. After the 15th class day, students not registered for the minimum nine credit hours cannot participate in the TBP for that semester. Students adding and/or dropping credit hours after the last official day to add/drop classes are responsible for paying their tuition.

What happens when an international student is accepted into a graduate program and is not registered by the 15th day of the semester; can that student still participate in the TBP?

A student must be registered by the 15th day of the term or eligibility for that semester is foregone. Each student is assigned a Student ID number by Graduate Admissions when accepted for graduate study at the University of Utah. By using this ID, a student can register for classes via the Internet

from anywhere in the world. Therefore, a student should be able to be registered prior to the 15th day of the semester. A student must also satisfy all other eligibility criteria for TBP participation as well.

If I will receive my graduate degree from one department (my home department) but will receive financial support from another, which department TBP Web page should I be listed on in order to receive my tuition benefit?

You must be entered on your home department's TBP Web list, i.e., the department that accepted you for graduate study as a degree-seeking student.

If I am a domestic, out-of-state graduate student, am I expected to apply for Utah residency?

Yes. Domestic, out-of-state students must apply for Utah residency upon completion of 40 graduate level semester credit hours at the University of Utah. Go to www.admissions.utah.edu for details on how to qualify and how to apply for residency reclassifications.

If I am receiving a partial tuition benefit, do I still need to carry the minimum nine semester credit hours?

Yes. At least nine credit hours must be maintained throughout the semester to preserve TBP eligibility.

If I receive a 50% tuition benefit Fall semester and a 50% tuition benefit Spring semester, have I used only one semester of eligibility since 50 plus 50 adds up to 100?

No. Whether a student receives a 100%, a 75%, or a 50% tuition benefit during a semester, it counts as using one semester of eligibility. Example: If a master's candidate receives a 50% benefit during both Fall and Spring, two semesters of eligibility were used with two semesters of eligibility remaining.

If I receive a master's degree in, say Chemistry, then apply for and am accepted into Biology for a second master's degree, am I now eligible for two additional years of TBP support, since this is a new degree?

No. A University of Utah graduate student is eligible for a one-time tuition benefit. At the master's level, this is four semesters with six additional semesters of TBP support if accepted as a doctoral candidate. The maximum number of semesters a Ph.D. student entering with a bachelor's degree may participate in the TBP is 10 semesters or five years. Exceptions to this rule are: (1) If a student with a master's degree from another institution is accepted to a U of U doctoral program, the student can receive up to eight instead of six semesters. (2) Certain categories of doctoral students can receive a two semester extension for having taught full-time (0.5 FTE) as a TA for four semesters.

I am pursuing a PhD and have used 4 semesters of tuition benefit, however I have decided to terminate the PhD program and get a Masters degree instead. Am I eligible for 4 additional semesters as a Masters student?

No, if you terminate your PhD program, your eligibility reverts to 4 semesters total. If you have already used those 4, you are not eligible for additional tuition benefit.

Graduate Subsidized Health Insurance Program

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same Student Health Insurance policy offered to all U of U students, as well as dental and vision insurance provided through Educators Mutual Insurance. Coverage for dependents is not subsidized. Rates and brochures are available at www.uhcsr.com/utah and <https://emihealth.com/groupplans/refid/ugrads>.

Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. Throughout the semester, The Graduate School is reimbursed via bi-monthly payroll deductions from the TA benefit pool or RA benefit allotment.

Rates and brochures for the health insurance policy are available online at www.uhcsr.com/utah. Click to access the EMI Dental/Vision brochure: [University of Utah – Subsidized Graduate Students E-Booklet 2017](#).

Students who are not eligible for the subsidized program, but would like to enroll in the program at their own cost, should contact:

Student Health Services

Madsen Health Center Level 1
555 Foothill Blvd.
Salt Lake City, UT, 84112

Additional information is available from Student Health Services (<http://www.studenthealth.utah.edu/>). The Graduate School has created a flowchart to help graduate coordinators navigate the health, dental, vision insurance enrollment process: [GSHIP Enrollment Guide](#).

Insurance Rates

Graduate students that are supported as a Research Assistant (9314) or Teaching Assistant (9416) are eligible for the University of Utah's Graduate Subsidized Health Insurance Program (GSHIP). For the first time, the 2017-18 GSHIP will include dental and vision insurance in addition to the existing

health plan. If you choose to enroll, your responsibility for the program (20% of the overall premium) will be billed to your tuition statement as follows:

Fall Semester Student Portion (20%): \$155.28

Coverage Dates: 8/16/17 – 12/31/17

Spring Semester Student Portion (20%): \$255.80

Coverage Dates: 1/1/18 – 8/16/18