

Tuition Remission for Externally-Supported Graduate Research Assistants

The tuition remission rate will be 20.57% for FY2022.

OSU Policy on Tuition Remission for GRAs

Each student at Oklahoma State University is charged tuition based upon the course level (graduate or undergraduate) as well as miscellaneous fees associated with attendance. The phrase “tuition” should be understood as being not inclusive of enrollment fees; the University does not pay the miscellaneous fees associated with the course of study. For consistency as defined under Uniform Guidance, an external sponsor will not be asked to support charges that the University would not ordinarily pay if the GRA was sponsored by an internal entity. In some circumstances, where full disclosure is made to the sponsor and the sponsor specifically stipulates, additional tuition costs over and above the normal resident tuition remission and/or required enrollment fees may be charged to the sponsor (see below).

The Vice President of Research and Technology Transfer, through the Dean of the Graduate College, has requested all grant and contract proposals to prospective funding sources (regardless of federal, state, private) to include in their proposed budgets the customary level of resident tuition remission for graduate students working in support of the project. Consistent with the practice for internally-funded GTAs and GRAs, the Graduate College will continue to waive the non-resident portion of tuition for all eligible courses for such GRAs.

The request made to the funding source is secondary to the University’s commitment to the GRA. Should the University discover that a funding source will not allow resident tuition remission as a direct charge, the University will not retract a GRA’s resident tuition remission. The Graduate College, through coordination with Financial Aid and the Office of the Bursar, will provide funding to pay the student’s specified resident tuition amount, whether or not this is an allowed charge to the contract/grant on which the student is supported.

Grant Proposals and Recouping the Tuition Cost

Each year, a “tuition remission rate” is developed for the upcoming fiscal year. This rate will be determined as the ratio of the total prior year resident tuition waiver dollars offered to all GRAs to the total prior year salary/stipend dollars offered to GRAs. The tuition remission rate may fluctuate from year to year. Principal investigators and college research officials should begin proposing this “tuition remission rate” for any grant or

contract beginning in the next fiscal year. The tuition remission rate will be 20.57 for FY 2022-effective August 1, 2021.

The University will multiply the GRA's monthly salary or stipend by the tuition remission rate (20.57%) to determine the amount of tuition to be charged to the external contract or grant. This calculation will be conducted through the payroll process and the amount calculated will be charged to the sponsor's account on a monthly basis, for those accounts for which resident tuition is an allowable direct cost. For accounts on which tuition is not an allowable charge, no tuition will be charged.

The tuition remission neither is part of the "fringe benefit rate" nor is to be confused with fringe benefit costs.

Request for Additional Sponsor Support

Projects specifically written as training grants for graduate/undergraduate students (not including GRA's) may include costs over and above tuition. These costs may include mandatory fees, books, housing, board, supplies, or other costs typically not borne by performance type grants. Federal rules are specific and clear. If

1. a sponsor will pay cost of attendance over and above the normal amount for the employment level of the student, and
2. the University expressly requests the additional support and fully discloses the University's normal policy of tuition support to the sponsor,

then the GRA's support can include extra tuition and/or fees. This request, however, is more than a mere exception. It is traditionally an unallowable charge to federal/federal flow-through grants or contracts, and a full disclosure to the sponsor is expected. This disclosure includes providing budget lines for tuition and fees independently of one another in the proposal. The following is representative of narrative language offering full disclosure and should be provided in the proposal:

"Graduate Research Assistants at Oklahoma State University are generally provided a waiver of the non-resident portion of tuition and a remission for a specific number of hours of resident tuition, based on their FTE level of employment. In this project, Oklahoma State University is requesting the sponsor to provide support for required enrollment fees in addition to the cost of tuition and for xx hours of resident tuition in excess of the normally applicable amount."

Should the sponsor refuse to pay the required enrollment fees, the researcher, through coordination with the college dean, may use discretionary funds to pay for the enrollment fees over and above the cost of tuition. However, state appropriations may not be used to cover a GRA's cost of attendance.

Exhibit A, and the Payment of Costs Over and Above the Normal Tuition Remission Rate

Exhibit A is the process Oklahoma State University uses to process the payment of costs of attendance over and above the normal resident tuition remission and costs such as fees and miscellaneous costs.

If the sponsor agrees to pay any support over and above the normal amount of resident tuition support, the GRA's College of Record must submit an Exhibit A to the GCFA for approval; this form should include the amount of tuition over and above the normal GRA tuition remission rate and/or other pertinent costs (e.g., fees, books, housing, board). If the sponsored agreement allows for payment of the requested costs of attendance, then

1. if the request is only for charges other than additional tuition, the form will be forwarded to the Bursar's Office for processing;
2. if the request is for additional tuition only, GCFA should forward the Exhibit A to the Graduate College, who will complete a *campus vendor invoice (CVI)* and enter the additional tuition amount (if any) to the student's Bursar account;
3. if the request is for both additional tuition and other costs, GCFA should send a copy of the Exhibit A to the Bursar/Graduate College for processing according to (1) and (2) above.

The Bursar's Office will apply approved credits to the student's account and Financial Aid will be notified of the additional support. If the originator of any *Exhibit A* wishes to receive a copy of the CVI, this request for copy should be noted on *Exhibit A* when submitted.

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