



April 1, 2024

To: Department Heads, Program Directors and Graduate Directors/Coordinators

From: Michele Peck, Executive Business Manager

Re: SGE Summer 2024 Tuition and Fee Awards Process

The School of Graduate Education will award summer 2024 tuition and (mandatory) fees for summer graduate assistants as in past years. The college allocation has been communicated to your dean’s office, who will inform you of your department’s allocation. Allocations of tuition and fee awards are made on the basis of credit hours.

Please use the following guidelines when completing your 2024 summer graduate assistantships.

Summer Tuition & Fee Designation

- Tuition and fee awards are submitted based upon the number of credit hours you wish to award to the nominated student. Summer rate for first credit hour is \$555.47 and each additional credit is \$354.13 – these amounts reflect the standard resident rate and only the mandatory fees associated with the credit hour(s). The School of Grad. Ed. will **only** be covering tuition and mandatory fees at the normal resident rate for graduate level courses. Summer GAs can be awarded from one to six credit hours. All summer GAs must be enrolled for at least one graduate credit hour (**cannot be continuous registration**).
- If the summer allocation for tuition and fees comes from the School of Graduate Education to your college/dept., enter the following budget source.

UW_ENTITY	UW_CLDACCOUNT	UW_FUND_CLASS	UW_FUND_SOURCE	UW_ORG	UW_EXPENSE_CLASS	UW_PROGRAM	UW_ACTIVITY
10	40305	105	000001	10051	001	0000	7014

- Students can currently register for summer 2024 via WyoWeb. **Please strongly encourage summer GAs to register before May 20, 2024** to facilitate the timely processing of the assistantship paperwork. **This is FY 2024 funding, so students must register before June 10, 2024 or they will not be eligible for this funding.**

Stipends

- A full-time (20 hrs./wk.=.50 FTE) summer graduate assistantship must carry a monthly stipend award of at least \$1,425 for master's students and \$1,982 for doctoral students. Students paid less than \$1,425 or \$1,982 monthly (**at .50 FTE**), should be hired as part-time employees not GAs. Additionally, all summer GAs must enroll for at least one graduate credit hour (***cannot be continuous registration***).
- Stipend support must come from college or department/unit resources, unless specified otherwise.

Additional Information

- If initial hire, use Oracle recruiting. If extending a GA hire, enter the appropriate information in the Costing Module (no matter whether funding sources are changing).
- Summer GA term date is August 31, 2024 (or August 19, 2024) – more details will be included in the summer GA hire guidelines memo, which will be released soon.
- Employment dates may differ from enrollment dates. Worker's compensation is covered for eligible GAs during the stated period of employment only.
- GA hiring must be completed and in Payroll and SFA by the payroll deadlines, so please allow a *minimum* of two weeks for the online procedure to be processed in your dean's office and the School of Graduate Education.

For questions regarding the tuition and fee process, please contact Sara Muhsman in Student Financial Aid, smuhsman@uwyo.edu or 766-2118.

For questions regarding the employment process, please contact a Human Resources Representative, recruit@uwyo.edu or the Payroll Office, Payroll1@uwyo.edu.

You may also contact Michele Peck in the School of Graduate Education, mpeck@uwyo.edu or 766-6430.