



April 6, 2020

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

From: James Ahern, Associate Vice Provost for Graduate Education

Re: Summer 2020 Tuition and Fee Awards

The Office of Graduate Education will award summer 2020 tuition and fees for summer graduate assistants as in past years. The college allocation has been communicated to your dean, 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 preparing your 2020 summer graduate assistantship forms.

Tuition and Fees. Please use the online GA process for any newly hired GAs. To make any changes, please enter the appropriate GA information into HCM and complete the summer 2020 GA funding form.

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 fee for first credit hour is \$472.62 and each additional credit is \$298.78 – this amount reflects only mandatory fees associated with the credit hour(s). If using the Office of Grad. Ed. funding source, program and special course fees are covered. **Summer GAs can be awarded from one to six credit hours. All summer GAs must be enrolled for at least one credit hour (cannot be continuous enrollment).**
- If the summer allocation for tuition and fees comes from the Office 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
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- Students can currently register for summer 2020 via WyoWeb. **Please strongly encourage summer GAs to pre-register before May 26, 2020** to facilitate the timely processing of the assistantship paperwork. **Since this is FY 2020 funding, students must register before June 30, 2020 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 \$1,370 for master's students and \$1,905 for doctoral students. Students paid less than \$1,370 or \$1,905 monthly (.50 FTE), should be hired as part-time employees not GAs. Additionally, all summer GAs must enroll for at least one credit hour (cannot be continuous enrollment).**
 - Stipends must come from college or department/unit resources, unless specified otherwise.

Additional Information

- **Summer GA term date is August 31, 2020** – more details will be included in the summer GA hiring memo, which will be sent out at a later date.
- 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 Office of Graduate Education (Michele Peck).
- **If using the Office of Graduate Education tuition and fee account, process and submit the hiring and GA funding form together – in the system.** If initial hire, use HCM recruiting. If extending a GA hire, enter the appropriate information in HCM and be sure to attach a GA funding form (no matter whether the stipend funding will be the same), which can be found on the [Payroll](#) web site.

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

For questions regarding the employment (stipend) process, please contact a Human Resources Representative 766-2377 or the Payroll Office 766-3421.

You may also contact Michele Peck in the Office of Graduate Education, mpeck@uwyo.edu 766-6478.