



April 27, 2021

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

From: James Ahern, Associate Vice Provost for Graduate Education

Re: Summer 2021 Tuition and Fee Awards

The Office of Graduate Education will award summer 2021 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 completing your 2021 summer graduate assistantships.

**Tuition and Fees.** Please use the online GA hire process for any newly hired GAs. To make any changes, please enter the appropriate GA information into the GA Costing Module.

#### 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 \$490.64 and each additional credit is \$310.52 – this amount reflects only mandatory fees associated with the credit hour(s). The Office of Grad. Ed. will **only** be covering tuition and mandatory fees. 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 |
|-----------|---------------|---------------|----------------|--------|------------------|------------|-------------|
| 10        |               | 105           | 000001         | 10051  | 001              | 0000       | 7014        |

- Students can currently register for summer 2021 via WyoWeb. **Please strongly encourage summer GAs to pre-register before May 24, 2021** to facilitate the timely processing of the assistantship paperwork. Since this is FY 2021 funding, students must register **before June 30, 2021** 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 (at .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, 2021** – more details are included in the summer GA hiring memo (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 Office of Graduate Education (Michele Peck).
- 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).

For questions regarding the tuition and fee process, please contact Sara Muhsman in Student Financial Aid, [smuhsman@uwyo.edu](mailto: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](mailto:mpeck@uwyo.edu) 766-6478.