

UNIVERSITY OF WYOMING

Office of Graduate Education
Division of Academic Affairs
1000 E. University Avenue
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Laramie, WY 82071
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April 11, 2018

To: Department Heads, Program Directors and Graduate Coordinators

From: James Ahern, Associate Vice Provost for Graduate Education

Re: Summer 2018 Tuition and Fee Awards

The Office of Graduate Education will award summer 2018 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 2018 summer graduate assistantship forms.

Tuition and Fees. Please use the online GA hiring process. To make any changes, please use the summer 2018 tuition and fee designation form <http://www.uwyo.edu/sfa/files/docs/ga-forms/ga-tf-designation-summer.doc> (UW Employees Only).

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. One credit hour of tuition and fees for summer will be \$445.49 for the first credit hour and \$277.95 for each additional credit hour. **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 2018 via WyoWeb. **Please strongly encourage summer GAs to pre-register before May 21, 2018** to facilitate the timely processing of the assistantship paperwork. **Since this is FY 2018 funding, students must register before June 30, 2018 or they will not be eligible for this funding.**

Stipends

- **A full-time (19 hrs./wk.-.475 FTE) summer graduate assistantship must carry a monthly stipend award of at least \$1342 for master's students and \$1,865 for doctoral students. Students paid less than \$1,342 or \$1,865, monthly (.475 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.

Additional Information

- Summer GAs may not be hired past August 21, 2018.
- Employment dates may differ from enrollment dates. Worker's compensation is covered for eligible GAs during the stated period of employment only.
- Hiring must be completed and to Payroll and SFA by the payroll deadlines, so please allow a minimum of one week for the online hire to be processed in your dean's office and the Office of Academic Affairs (Michele Peck).
- **If using the Academic Affairs tuition and fee account, process and submit the hiring and tuition and fee designation together.**

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

For questions regarding the employment (stipend) process, please contact Deb Marutzky in Human Resources, drulf@uwyo.edu 766-5612.

You may also contact Michele Peck in Academic Affairs, mpeck@uwyo.edu 766-6478.