April 22, 2019

To: Department Heads, Program Directors and Graduate Coordinators

From: James Ahern, Associate Vice Provost for Graduate Education

Re: Summer 2019 Tuition and Fee Awards

The Office of Graduate Education will award summer 2019 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 2019 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 2019 tuition and fee designation 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 $458.09 and each additional credit is $288.24 – 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.

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- Students can currently register for summer 2019 via WyoWeb. **Please strongly encourage summer GAs to pre-register before May 27, 2019** to facilitate the timely processing of the assistantship paperwork. Since this is FY 2019 funding, students must register **before June 30, 2019** 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 $1,342 for master’s students and $1,865 for doctoral students.** Students paid less than $1,342 or $1,865, 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 26, 2019** – more details will be included in the summer GA hiring memo, which will be sent out 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 to Payroll and SFA by the payroll deadlines, so please allow a minimum of two weeks for the online hire 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 tuition and fee designation together.** If initial hire, use Taleo. If extending a GA hire, enter the appropriate information in HCM and submit a paper tuition and fee designation form, [http://www.uwyo.edu/sfa/_files/docs/ga-forms/ga-tf-designation-summer.doc](http://www.uwyo.edu/sfa/_files/docs/ga-forms/ga-tf-designation-summer.doc).

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 drulf@uwyo.edu or Jillian McClure jmcclur7@uwyo.edu in Human Resources (766-5612) or the Payroll Office 766-3421.

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