

FSU Research Foundation

Tuition Waiver Instructions

Student waivers funded by the FSU Research Foundation (funds 543-545) cannot utilize the Direct Charge Program due to system limitations. Previously, waivers entered into the waiver system on FSURF funds were automatically charged to the respective College/Department's Waiver Allocation ("Waiver Allocation"). To date, the Graduate School has been manually correcting all waivers which incorrectly posted to the Waiver Allocation. Unfortunately, due to the volume of waivers, this is no longer sustainable. As a result, alternative processes have been developed to allow these costs to be charged to the appropriate funding combination.

Departments will need to review their tuition waivers from Summer 2023 – Summer 2024 to make the necessary corrections in order to allocate the tuition to the appropriate source utilizing the Tuition Waiver Funding Corrections instructions provided below. Beginning Fall 2024, all FSURF projects which should be charged tuition will be assigned Waiver Code 3 and departments will need to utilize the Department Student Payment process for all tuition funded on FSURF projects (see FSURF Tuition Management details below).

On rare occasion, students are split funded between an FSURF and SRA managed projects. In this event, the SRA portion of the tuition will be direct charged to the respective project. However, the FSURF portion will post to the Waiver Allocation and the department will need to follow the Tuition Waiver Funding Corrections instructions below to transfer the tuition to the FSURF project.

Standard Operating Procedures:

FSURF Tuition Management

1. In RAMP Grants, select from the following Waiver Codes:
 - a. Waiver Code 2 – This should be selected when the tuition will be charged to the Waiver Allocation.
 - b. Waiver Code 3 – This should be selected when the tuition will be charged to the FSURF project.
 - c. Waiver Code 1 and 4 should NOT be used for FSURF projects.

Note: If a student is split funded with an SRA project, the SRA project should utilize the appropriate waiver code, which may include 1 or 4, regardless of the FSURF waiver code selected.

2. Tuition processing:
 - a. If Waiver Code 2 is selected, no further action is necessary. The tuition will post to the Waiver Allocation in accordance with the [Graduate School Direct Charge Calendar](#).

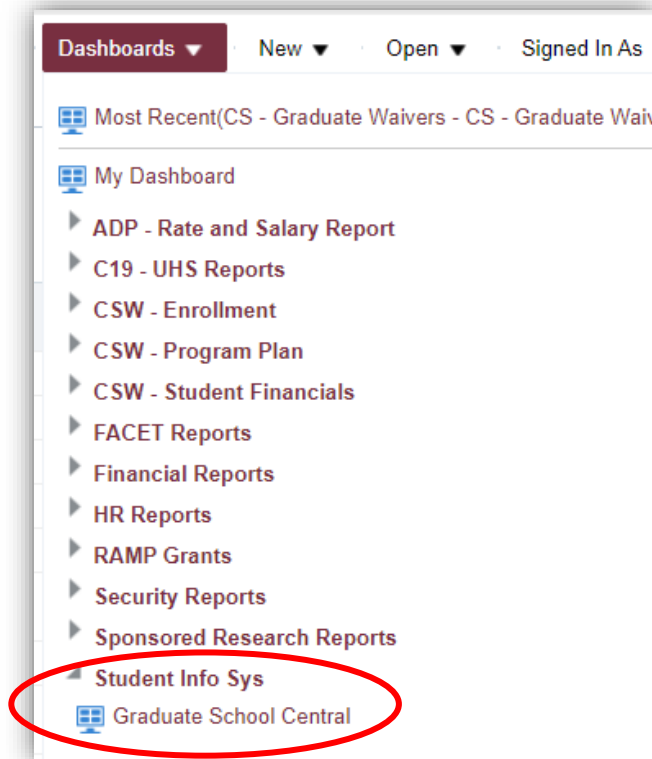
- b. If Waiver Code 3 is selected, departments must complete the [Department Student Payment](#) process to charge the tuition to the respective project.
 - i. See the [Student Business Services Process Calendar](#) to ensure payments are processed timely.

Note: All eligibility requirements remain in effect for graduate student tuition that is processed via Department Student Payment process. See the [Graduate School Waiver Manual](#) for additional details.

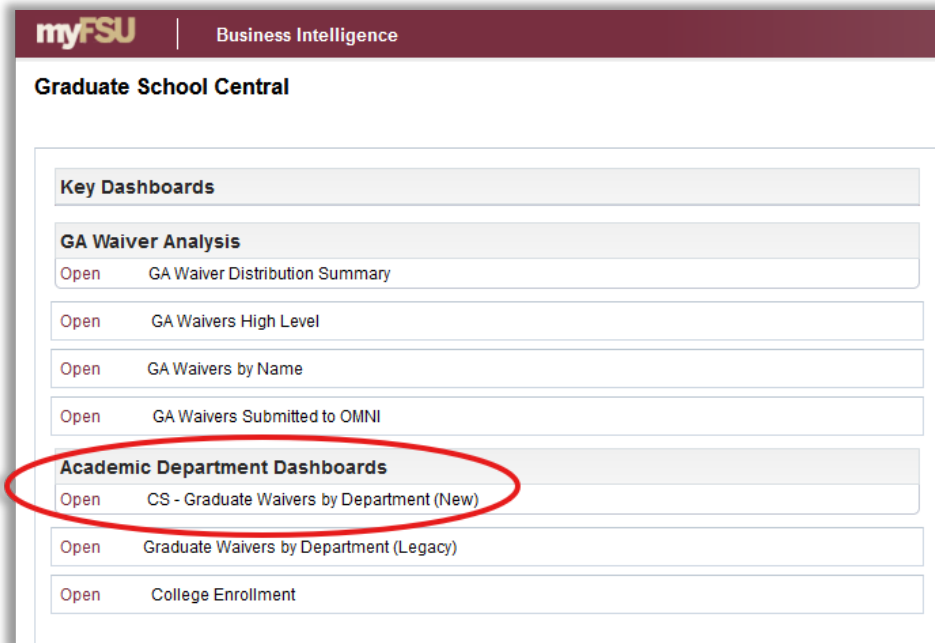
- 3. During the monthly reconciliation process, departments should ensure all waivers for graduate students appointed to FSURF projects are posted to the correct funding source. Any corrections identified should be processed in a timely manner utilizing the process outlined below.

Tuition Waiver Funding Corrections

- 1. Generate the Graduate Waivers report in BI for the respective term(s) and department being reviewed.
 - a. The following roles are needed for access to this report:
 - i. FSU_OBO_STU_LOGIN
 - ii. FSU_OBI_STU_WAVR
 - iii. FSU_OBI_STU_ANSWRS



- b. From the Graduate School Central dashboard, navigate to the CS – Graduate Waivers by Department (New) report.
 - i. Select the term, run number, College and/or Department.



- c. Review report to determine if any waivers need to be corrected.
 - i. Report Overview:
 1. HR Acct Code: The funding source the student is appointed on.
 2. Waiver Code: The waiver code associated with the project.
 3. Projected Waiver Amount: The waiver amount not yet posted. See the [Graduate School Direct Charge Calendar](#) for posting dates.
 4. Actual Waiver Amt: Amount of the waiver charged to the project.
 5. Allocated Waiver Amt: Amount of the waiver charged to the Department's Allocation

Waiver Period	HR Acct Code	Waiver Code	Waiver Type Desc	Waiver Amount	Projected Waiver Amt	Actual Waiver Amt	Allocated Waiver Amt
1	0740125450100494	-	Waiver - Graduate Tuition	3631.59		0.00	3631.59

- ii. To move tuition *from* the Waiver Allocation *to* the project, create a [DOL form](#) as follows:

Note: If you are transferring more than one student or one term, please include an attachment with all of the following details by student & term.

1. Description: Student's Name(s), EMPLID(s), Term(s), Total for each term & Department ID

2. Transaction(s) as *Corrected*: Provide the Dept ID, Fund, Account, Amount, Project, Activity ID (1), Analysis Type (GLE) and optional chartfields for the project the tuition will be transferred to.
 3. Do NOT obtain any signatures yet. Send the partially executed DOL to the Graduate School.
 4. The Graduate School will complete the Transaction(s) as Currently Recorded section with the MAT journal ID and respective Waiver Allocation accounting fields and return to the department for processing.
 - a. The Graduate School will add a signature to the description box to indicate they have completed the form.
 5. The department should retain all other required signatures, including FSURF, and send to General Accounting, copying the Graduate School, for processing.
- iii. To move tuition *from* a project to the Department Waiver Allocation, create a [DOL form](#) as follows:

Note: If you are transferring more than one student or one term, please include an attachment with all of the following details by student & term.

1. Description: Student's Name(s), EMPLID(s), Term(s), Total for each term & Department ID
2. Transaction(s) as *Currently Recorded*: Provide the Dept ID, Fund, Account, Amount, Project, Activity ID (1), Analysis Type (GLE) and optional chartfields for the project the tuition will be transferred from.
3. Do NOT obtain any signatures yet. Send the partially executed DOL to the Graduate School.
 - a. In the email, indicate which Waiver Allocation you wish to transfer the tuition to.
4. The Graduate School will complete the Transaction(s) as Corrected section with the MAT journal ID and respective Department Waiver Allocation accounting fields and return to the department for processing.
 - a. The Graduate School will sign as the Departmental Approver.
5. The department should retain all other required signatures and send to General Accounting, copying the Graduate School, for processing.

Graduate School Contacts:

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<https://gradschool.fsu.edu/our-staff>