
Policy 50.5: Tuition Remission for Graduate Students Supported by Sponsored Awards

<i>Effective Date:</i>	July 1, 2022
<i>Last Updated:</i>	August 31, 2022
<i>Responsible Office:</i>	Office of Grants & Contracts Administration (GCA)
<i>Contact:</i>	Post Award Management

Reason for Policy

Tuition remission and other forms of compensation for Graduate Assistants (GAs) may be allowable on sponsored awards provided the individual's participation in the research meets the criteria outlined in 2 CFR 200 of the Uniform Guidance. This policy outlines the conditions that must be established by individual graduate programs to satisfy those criteria.

Policy Statement

Tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable costs on sponsored awards provided that:

1. The individual is conducting activities necessary to the award;
2. Tuition remission and other support are provided in accordance with the established policy of the department/program and consistently provided in a like manner to students in return for similar activities conducted under sponsored awards as well as other activities;
3. During the academic period, the student is enrolled in an advanced degree program at the university and the activities of the student in relation to the award are related to the degree program;
4. The tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work; and
5. The program/department's practice is to similarly compensate students under sponsored awards as well as other activities.

To be eligible for tuition remission from a sponsored award or contract, the graduate program must satisfy conditions #2 and #5 above by establishing and consistently applying standard compensation packages, including stipend, tuition, and benefits, in a like manner to students engaged in comparable graduate assistantships (GA), regardless of the funding source. All components of the compensation package that are allowable by the sponsor, including stipend, tuition, health insurance, and certain fees, may be included in the proposal budget. Up to 100% of the standard compensation package may be charged to the award, but compensation cannot exceed the standard level. If the level of effort is less than 100%, the components of the compensation package charged to the award must be adjusted (prorated) to match the level of effort.

Each graduate program must establish a policy governing how they manage tuition scholarships, compensation packages, and the eligibility of students for support. Any changes in standard

compensation packages should be reported by the appropriate Associate Dean for Research and Graduate Education to the Office of Grants and Contracts Administration for dissemination and publication on the Division of Research (DR) website. Details of the policies governing graduate student compensation are available [here](#).

If stipend support in each semester is provided from multiple sources, each component of the compensation package, including tuition, must be allocated to each funding source in proportion to the level of effort. Since grants and contracts begin and end at various times during the academic year, some attempts should be made to match the tuition scholarship to each salary payment as the academic year progresses. If an award terminates before the end of the semester, only a proportionate share of the compensation package, including tuition, health insurance, and fees, should be charged to the award or contract.

Procedures

Requesting Tuition and Other Educational Costs Paid by Sponsor

A tuition award is made by completing the Student Educational Award Form available on the DR [website](#). Please be aware that the student is responsible for any taxable income that may result from the award. Since the electronic copy does not allow for signatures and only serves as a confirmation, it is necessary that the original printed copy, which should contain a four-digit identifier, is kept on file in the appropriate departmental office. The student, as well as the individual responsible for the fund, must sign the original printed copy.

The Financial Aid Office will verify the student's credit hours and/or tuition aid package. After Financial Aid approval, the award will be forwarded to Student Accounts. Tuition awards will be applied directly to the student's account. **The submitter of the Student Educational Award Form must ensure that (1) the tuition aid package is consistent with the standard compensation level of the program, (2) the submitted tuition award has been fully approved and received by the student.** The status of any pending award processed electronically can be checked by logging into the [Student Educational Award Report](#).

Exclusions/Exceptions

N/A

Failure to Comply

Programs that fail to establish and maintain a policy that consistently provides compensation packages for graduate assistants will forfeit the ability to charge tuition and other forms of compensation to sponsored awards.

Related Information

[2 CFR 200 Uniform Guidance](#)
[UNC Charlotte Graduate School](#)