

# Tuition Benefits Policy for Graduate Students

~~March 2013~~ Amended February 2023

This policy applies to all graduate students eligible for tuition waivers from the Graduate College/Provost's Office based on the [graduate assistantship classification](#). Throughout this document these students are referred to as *graduate assistants*. ~~is used generically to represent a graduate student who is receiving tuition benefits related to employment as a graduate research assistant, graduate teaching assistant, graduate research associate, or graduate teaching associate, or graduate student worker.~~ For graduate assistants hired in nonacademic units, prior approval from the Dean of the Graduate College is required for tuition benefits.

Graduate assistants are eligible to receive tuition benefits for up to 27 credit hours in a given academic year, provided **all requirements** listed below are met:

1. The appointment period must be continuous within the official beginning and ending dates of the academic semester or summer session.
2. The level of tuition benefit available to students is driven by the FTE of the appointment and enrollment status.
  - a. To receive 100% tuition benefits in the fall and spring semesters, students ~~must~~ have a 0.5 FTE appointment (20 hours per week) and be classified as full-time graduate students. (Refer to the [Full-Time Graduate Student Classification Status](#) ~~section below~~.)
  - b. Students who have met the conditions in (a) above during the previous fall or spring semester may receive 100% tuition benefits during the summer term with no minimum enrollment requirement provided they have at least a 0.25 FTE appointment.
  - c. Students with FTE employment conditions between 0.25 and 0.50 ~~may~~ receive a ~~prorated~~ tuition benefit ~~percentage equal to two times based on the~~ [FTE appointment and enrollment status](#). ~~provided they are enrolled full-time.~~
  - d. Except as provided by (b) above, students with an enrollment status less than full time (as defined by the [Full-Time Graduate Student Classification Status](#) ~~below~~) are eligible to receive 50% tuition benefits provided their appointment is at least 0.25 FTE.
3. All credit hours paid by this tuition benefit must be ~~for coursework~~ necessary to complete the graduate degree.
4. The ~~maximum~~ number of credit hours for which graduate students can receive tuition benefits is set at 10% above the published credit hour total for the degree program. Courses taken to remove deficiencies as indicated on the Plan of Study are allowable and do not count toward the 10% limit.
5. An approved Plan of Study is required to receive tuition benefits beyond the second semester of the assistantship. Students receiving tuition benefits as part of an assistantship are required to file a Plan of Study and obtain final approval from the Graduate College by the end of the second semester of the assistantship.
6. Students must maintain a cumulative GPA of 3.00 based on the degree requirements as stipulated on the approved Plan of Study.

~~All graduate assistants receiving tuition benefits for the first time in fall 2013 or beyond will be~~

~~subject to this policy. Graduate assistants who received tuition benefits prior to the fall 2013 term will not be held to this policy until fall semester 2015. Their benefits will be governed by the 2009-Eligibility Guidelines for Graduate Assistants to Receive Tuition Benefits.~~

## II. Please note the following conditions:

- a. Although the tuition benefit can cover up to 27 credits per academic year, the maximum tuition waiver that will be applied to a student's account is 10 credits in any given semester. If a student is graduating in the current semester up to 12 credits of tuition waivers may be applied without a Form 10 petition. Programs requiring enrollment in 30 credit hours in an academic year (as indicated in the university catalog) will be granted tuition benefits to cover these credits.
- b. Due to our limited tuition waiver budget, approval of tuition waivers is not automatic, and upon review of waiver request, the Graduate Dean may deny tuition waiver benefits.
- c. Any non-resident graduate assistant with minimum of 0.25 FTE will be charged an out-of-state nonresident fee of \$0.00.
- d. Graduate assistants who resign or terminate their assistantship ~~prior to completing the continuous~~ before the end date of their employment period will forfeit all their tuition benefits and must repay the university the full amount of tuition paid by this benefit for the term in which they were enrolled.
- e. The last day to receive tuition benefits in any given semester is the "last day to drop/add courses without consequences" as indicated in the FAU academic calendar. After this date students will not be eligible to receive tuition benefits in that semester. If a graduate assistant is hired after the date the tuition and fees are due, the graduate assistant is responsible for paying the tuition and fees. When the graduate assistant is fully hired and onboarded, the hiring department should notify the Graduate College to determine if the student meets the tuition waiver eligibility requirement. If the graduate assistant is eligible, prior approval from the Graduate College is required to apply the tuition benefit.
- f. To use tuition benefits for a graduate research assistants (GRAs) position, prior approval by the Dean of the Graduate College is required using Forms 20 and 21. When faculty submit grant applications in which the budget includes stipend funding for a GRA position, then ~~If allowed by the funding source,~~ the Principal Investigator(s) ~~shall~~ is expected to also budget for the ~~research assistants~~ GRA's tuition at the in-state ~~tuition~~ rate. Exceptions will be considered if the funding agency states that tuition is not an allowable budget item. ~~Should a non-Florida resident be employed, the non-resident fee will be funded by the university's tuition waiver budget.~~

- ~~g. To use tuition benefits to support graduate assistants employed in non-academic offices, prior approval by the Dean of the Graduate College is required.~~
- h. To use tuition benefits to support graduate teaching assistants (GTAs), prior approval by the Dean of the Graduate College is required. ~~and graduate assistants employed in the academic colleges, the College Deans will be provided tuition benefit budgets each year by the Provost based on past use and projected needs prior to budget construction.~~
- i. ~~In order~~ To award an assistantship, both the stipend and accompanying tuition benefit must be available. The amount of the tuition benefit cannot be manipulated, reduced, or eliminated to fulfill this requirement.
- j. During the fall and spring semesters, graduate assistants may not work more than a combined total of 20 hours per week\* for all appointments combined. However, graduate assistants may work additional hours with prior approval by the Dean of the Graduate College using Form 10 – Request to Waive a University Requirement.
- k. Graduate assistants in their last semester of study ~~are to~~ should only enroll only in the number of credit hours necessary to fulfill their degree requirements. Graduate assistants who have completed all degree requirements as listed on their Plan of Study can ~~but must remain enrolled in order to complete their thesis or dissertation are to~~ enroll only in one thesis/dissertation credit hour to complete their thesis/dissertation while remaining. ~~Graduate assistants who take reduced credit hours under these conditions can petition to be classified full-time graduate students using the procedure as outlined in the section below entitled~~ Full-Time Graduate Student Classification Status. eligible for 100% tuition benefit. International students affected by this policy must consult with the [IUSSS Office](#) regarding the Reduced Course Load requirements to assure compliance with U.S. Immigration laws.
- l. A reduced enrollment status can impact disbursement of financial aid and qualification for health insurance, depending upon the rules of the lending institution and insurance provider. It is the responsibility of the graduate assistant to know the enrollment status requirements of individual lending institutions and insurance providers.
- m. It is the graduate assistant's responsibility to pay all student fees. Tuition waivers do not cover local fees and other student fees.
- n. Exceptions to these requirements may only be made with prior approval by the Dean of the Graduate College.

~~\*Delegated to the Academic Deans for Grant funded projects only.  
July, 2017~~

~~\*Clarification: Graduate assistants may not work more than a total of 20 hours per week during each semester (fall, spring, and summer). This rule applies to all job appointments combined within any given semester. July, 2017~~