

## How to Post Tuition Exemptions

All tuition exemption postings made to a student's account will take one day to reflect in banner, E-Print, and on the students account.

### New Student

1. Verify the students cumulative GPA is at least a 3.00 in SWTTGPA.
2. Verify residency status in SGASTDN.
3. Verify enrollment status in SFAREGQ. All credit hours paid by this tuition benefit must be necessary to complete the graduate degree. The 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.
4. Enter banner code(s) (in-state and out-of-state have separate codes) and the term (spring = yyyy01, summer = yyyy05, fall = yyyy08) in TSAEXPP.
5. Enter students Z number in student ID.
6. Calculate tuition waiver depending on (refer to the table below):  
 Note: This table does not reflect exceptions that may be made with approval to be full-time with reduced enrollment.
  - a. In-state and/or out-of-state
  - b. Number of UG and/or GR courses
  - c. The FTE of the appointment

**Table 1: Fall and Spring Tuition Benefit Levels**

		Credit Hours														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FTE	<b>0.25</b>	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
	<b>0.30</b>	50%	50%	50%	50%	50%	50%	50%	50%	60%	60%	60%	60%	60%	60%	60%
	<b>0.35</b>	50%	50%	50%	50%	50%	50%	50%	50%	70%	70%	70%	70%	70%	70%	70%
	<b>0.40</b>	50%	50%	50%	50%	50%	50%	50%	50%	80%	80%	80%	80%	80%	80%	80%
	<b>0.45</b>	50%	50%	50%	50%	50%	50%	50%	50%	90%	90%	90%	90%	90%	90%	90%
	<b>0.50</b>	50%	50%	50%	50%	50%	50%	50%	50%	100%	100%	100%	100%	100%	100%	100%

7. Enter amount and save.

### Adjustment

1. Enter banner code(s) (in-state and out-of-state have separate codes).
2. Enter term (spring = yyyy01, summer = yyyy05, fall = yyyy08).
3. Locate the student, adjust the waiver amount, and save.

### Drop

1. Enter banner code(s) (in-state and out-of-state have separate codes).
2. Enter term (spring = yyyy01, summer = yyyy05, fall = yyyy08).
3. Locate the student, enter a 'D' in the delete column to remove the waiver and save (if already rolled, uncheck the roll box).

## How to Verify Tuition Exemptions

All tuition exemptions must be verified and monitored in banner and ePrint to ensure accuracy and compliance with the Tuition Benefits Policy for Graduate Students.

### Banner

1. Enter the fiscal year and index (a00999) in FGIBDSR.
2. Activity is listed by college or department for Science and Engineering only and by semester. For example:
  - M2-Sum 3 = 2012-Summer 3
  - F2= Fall 2012
  - S3= Spring 2013
  - M3= Summer 1 & 2

### How to Download Banner FGIBDSR to Excel:

1. This information can be extracted into excel by selecting 'Extract Data No Key' under the Help tab at the top of the page while simultaneously holding down the Ctrl key until excel opens.

### ePrint

1. <https://eprint.fau.edu>
2. The user ID and password will be the same as banner. The repository should be Finance Banner FAUP.
3. Select the report 'WMTXR003: Exemptions Applied for Past Three Semesters' from the drop down menu at the bottom of the page.
4. Select the PDF version.
5. Double click on the correct term.
6. Search both in-state and out-of-state detail codes.
7. The column labeled 'TSAEXPP MAXIMUM' indicates the tuition waiver amount that was entered. The column labeled 'TSICSRV PAID' indicates the tuition waiver amount that was paid.

### How to Download ePrint to Excel:

#### Warnings:

1. Some Reports like FGRODTA, FGRGLTA etc. are very large.
2. If you get a message saying that the Report is too large, especially during the last three for four months of the end of the Financial year – DO NOT PROCEED FURTHER. If you are downloading a few Org data, you may discard the warning.
3. Use the Pick Pages Screen to opt to a single or a few Organization #s using the Range option, please discard warning.
4. Always save data in TEXT if you are attempting to download data.

#### Recommend Steps to Download Report data

1. Enter e-Print System.
2. Look for and select FGRODTA (organizational Detail Activity Report.)
3. Click on the Drill Icon.
4. Click on the Microscope Icon.
5. Type the 6 digit Organization number in the Search Field.

6. Click on the GO button – You will get a choice - PDF and TEXT.
7. Click on the TEXT button.
8. Read the Warning message (as we are using one Org) we can discard this message.
9. Save as a TEXT file in a Folder with a specific name, if you have many files.
10. Bring up the Excel spreadsheet on your Screen.
11. Click on OPEN
12. At the right bottom Corner, Use down Arrow key in the first field to change to “All files”.
13. Look at the top middle of the Screen.
14. Click on “Date modified” option at the top of the Screen.
15. The file your saved will show up at the top of the Folder content.
16. Click on Open button at the bottom of the right corner – Second field.
17. The Data will show up in the Excel spread sheet.
18. Click on Next and the click on Finish button.
19. Move the cursor to the top of the Spreadsheet and use mouse to open up the worksheet.