

Guide for School of Nursing Faculty & Staff:

Facilitating Tuition Payment for Fee-based Students Holding TA/RA/GSA Positions

What types of TA/RA/GSA positions held by fee-based students qualify for a course tuition payment (similar to a tuition waiver)?

If you supervise a fee-based student who holds a position as a TA (50%) on a state budget: A student in GEPN or the DNP-FNP program (fee-based degree programs) who holds a 50% TA position paid by a state budget is eligible to have tuition paid at the level of Tier I tuition by submitting a request for course tuition payment. The course payment is calculated as the resident Tier I operating fee portion of “tuition” plus the tech fee (\$3,326.00). Students will be required to pay the difference. Course payment authorizations are not available to DNP-FNP students who hold RA or GSA positions paid by a state budget, or who hold a TA position paid on a non-state budget. To be eligible for a course payment authorization:

- Students must be employed in 5 of the 6 pay periods of the quarter.
- The TA appointment must be tied to a specific course.
- The department administrator/chair of the TA’s hiring department must contact Laura Mason at ljmason@u.washington.edu to make the official request.

If you supervise a fee-based student who holds an RA or GSA position funded by a non-state budget: A student in GEPN or the DNP-FNP program (fee-based degree programs) who holds a 50% RA or GSA position paid by a NON-state budget is eligible to have tuition paid by that budget by submitting a request for course tuition payment. The course payment is determined by the terms of the non-state budget. In other words, a non-state budget may be used to pay tuition at the same or at a higher level than Tier I. Eligibility for course payment authorization is noted in the bullets above.

How do I request a course tuition payment for a TA/RA/GSA held by a fee-based student in my department?

- 1. At least two weeks prior to first day of the TA/RA/GSA appointment period, Department Chair or Administrator provides Laura Mason (Manager of Student Scholarships) with:**
 - a. a hard copy of the “letter of hire” and**
 - b. an email with the subject line “SoN Course Tuition Payment Request”, that includes:**
 - i. Student name
 - ii. Student number
 - iii. Student employee identification number, if available
 - iv. Paying budget number (must be GOF for TAs, budget type-class 01-11)
 - v. Brief description of duties
 - vi. If a TA, course name and number associated with the student TA appointment
 - vii. Number of credit hours for which the student is registered
 - viii. Name of hiring department (BNHS, FCN, PCH)
 - ix. Degree program in which the student is matriculated
- 2. Laura submits requests to the UW Office of Budget and Planning for approval.**
- 3. UW Office of Budget and Planning approves/does not approve request.**
- 4. If request is approved, Laura communicates approval to the EO Registration Office.**