Sponsored Program Services

To:       SPS Staff, Directors of Financial Affairs, Business Managers, and Business Assistants
From:    Ken Sandel, Senior Director of Sponsored Program Services
Date:     March 8, 2019
Re:       Graduate Student Fee Remissions

A review of the Graduate Fee Remission charge rate has recently been conducted. To align rates with current recovery forecasts and to change from a monthly rate to a biweekly rate due to graduate students moving to biweekly pay with the HCM go-live, the rates have been modified.

**Current Charge Rate for Graduate Fee Remissions**

The fee remission charge rate is $860 per pay period for 2018-2019 (monthly – through 12/31/18).

The fee remission charge rate is $397 per pay period for 2018-2019 (biweekly – effective 1/1/19).

**Budgeting Rates for Graduate Fee Remissions**

For consistency in budgeting, graduate students will continue to be budgeted on a monthly basis. Therefore, for proposal purposes, the following rates should be used in budget preparation:

<table>
<thead>
<tr>
<th>For the Period</th>
<th>Fee Remission Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/19 – 06/30/19</td>
<td>$860 per month</td>
</tr>
<tr>
<td>07/01/19 – 06/30/20</td>
<td>$860 per month</td>
</tr>
<tr>
<td>07/01/20 – 06/30/21</td>
<td>$860 per month</td>
</tr>
</tbody>
</table>

The rate of $397 will remain in effect until an analysis shows an adjustment in rate is necessary to maintain balance in the amount of fee remissions charged compared to the amount of fee remissions granted.

cc:       J. Almond
         K. Thomason
         K. Hoebel
         E. Nodine
         C. Hall
         K. Mickle
         B. Siple