


## 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: November 20, 2020

Re: Graduate Student Fee Remissions (Revised)

A review of the Graduate Fee Remission charge rate has recently been conducted. The following charging and budget guidance is effective immediately.

### Current Charge Rate for Graduate Fee Remissions

The fee remission charge rate was \$397 per pay period for 2019-2020 (biweekly) and the budget rate was \$860 per month:

| <u>For the Period</u> | <u>Monthly Fee Remission Budget Rate – 12 month rate</u> |
|-----------------------|--|
| 07/01/19 – 06/30/20   | \$860 per month (\$397 X 26 pay periods / 12 months)     |

### New and Projected Charge Rate and Budgeting Rate for Graduate Fee Remissions

The fee remission charge rate was set at \$420 per pay period for 2020-2021 (biweekly).

For consistency in budgeting, graduate students are budgeted on a monthly basis. Therefore, for proposal purposes, the following rates should be used in budget preparation for graduate students with a full fiscal year appointment or graduate student with an academic year appointment who will also be budgeted during the summer:

Fiscal year appointments:

| <u>For the Period</u> | <u>Monthly Fee Remission Budget Rate – 12 month rate</u> |
|-----------------------|--|
| 07/01/20 – 06/30/21   | \$910 per month (\$420 X 26 pay periods / 12 months)     |
| 07/01/21 – 06/30/22   | \$910 per month (\$420 X 26 pay periods / 12 months)     |

Academic year appointments:

Graduate students with an academic year appointment who are not paid in the summer receive their academic year pay over 20 pay periods. Therefore, the following rates should be used when budgeting these students to ensure adequate funds will be available:

| <u>For the Period</u> | <u>Monthly Fee Remission Budget Rate – 9 month rate</u> |
|-----------------------|---|
| 07/01/19 – 06/30/20   | \$882.22 per month (\$397 X 20 pay periods / 9 months)  |
| 07/01/20 – 06/30/21   | \$933.33 per month (\$420 X 20 pay periods / 9 months)  |
| 07/01/21 – 06/30/22   | \$933.33 per month (\$420 X 20 pay periods / 9 months)  |

The rate of \$420 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  
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