To: SPS Staff, Directors of Financial Affairs, Business Managers, and Business Assistants

From: Ken Sandel, Senior Director of Sponsored Program Services

Date: February 15, 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 proposal purposes, the following rates have been projected for use 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>$397 per pay period</td>
</tr>
<tr>
<td>07/01/19 – 06/30/20</td>
<td>$397 per pay period</td>
</tr>
<tr>
<td>07/01/20 – 06/30/21</td>
<td>$397 per pay period</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.