

GTA/GSA TUITION REQUEST FORM

[Print Form](#)

Date : _____
 Initiator Name : _____
 Phone : _____
 Dept Name : _____ Dept Nbr : _____
 College : _____

REQUEST INFORMATION

Calculating FTE for GTA(s) / GSA(s):

Full tuition is provided for GTAs employed for 20 hours per week or 0.50 FTE.

Half tuition is provided for GTAs employed for 10 hours per week or 0.25 FTE.

GAs appointed 20 hours per week, or 0.50 FTE, fall and spring will be considered 1.00 FTE (0.50 FTE + 0.50 FTE = 1.0 FTE)

GAs appointed 10 hours per week, or 0.25 FTE, fall and spring will be considered 0.50 FTE (0.25 FTE + 0.25 FTE = 0.50 FTE)

GAs appointed 10 hours a week for one semester (fall or spring) will have a 0.25 FTE appointment.

GTA FTE* : _____

* Assumes all unit-allocated GTA FTE positions have been assigned.

School Year(s) : _____ Both Semesters Fall Semester Only
 Spring Semester Only

Funding Type : **One-Time** Stipend will be funded with one-time 2-3-6 funds based on enrollment increases.
(Please check ONE)
 Base Stipend will be funded permanently with base budget.
 Other Stipend will be funded internally.

Justification : _____

Stipend Funding Source : _____ Comments : _____

REQUIRED APPROVAL SIGNATURES

Department Chair
 Signature

Date

Vice Provost for Graduate
 Affairs

Date

Mary Stromberger
 Signature

Dean
 Signature

Date

Provost / Executive Vice President

Date

Rick Miranda
 Signature Required for BASE requests only

Please submit the completed form to the Dean of the Graduate School

When to use the GTA / GSA Base Tuition Request Form:

1. Colleges that have base budget to permanently support one or more GTA/GSA stipends.
2. Colleges proposing a new degree program may request one or more GTS/GSA stipends as part of base budget.
3. Colleges that have received approval for a GTA/GSA stipend through the Proposed Resource Request process.