GTA/GSA Tuition Request 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:

(Please check one)

☐ One-Time  Stipend will be funded with one-time 2-3-6 funds based on enrollment increases.
☐ 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  Date  Vice Provost for Graduate Affairs  Date  Provost / Executive Vice President  Date
Signature  Colleen Webb  Signature  Marion K. Underwood  Signature

__________________________________  ____________________________
Dean  Date  Provost / Executive Vice President  Date
Signature  Signature

__________________________________
Dean  Date
Signature

Required for BASE requests only

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.