

# 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 :  **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

Colleen Webb  
 Signature

\_\_\_\_\_  
 Dean  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Provost / Executive Vice President

\_\_\_\_\_  
 Date

Marion K. Underwood  
 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.