

University at Buffalo Instructions for Completion of the Grant Billing Form

General Information:

Grant Billing Forms must be completed anytime a department wishes to cover fees for a student, regardless of whether the student's status is grad or undergrad. The Grant Billing Form can also be used when covering tuition for an **undergraduate** student. If both tuition and fees are to be covered for a matriculated **graduate** student, a Graduate Tuition Remission/Scholarship Verification Form must be completed and attached to the Grant Billing Form.

NOTE: If a revision is necessary, please check box on upper right hand corner of Grant Billing Form.

Section A:

Student & department/agency information:

Name: Please print student's name

Person Number: Student's eight digit university student identifier

Grant Name & Department/Agency: Please complete all information

Grant/UBF/ IFR Number: Indicate account number student will be funded by.

Semester Covered: Check off semester or semesters to be covered and indicate for what year.

Section B:

Tuition:

You are required to enter the tuition you wish to cover as number of credit hours funded (preferred) or as a lump sum payment. Lump sum payments are **only** to be used to cover tuition. NOTE: As of 10/25/06, Grants & Contracts will only accept credit hours for RF accounts. RF accounts that list lump sum amounts can not be processed.

Section C:

Fees:

Check the fees your department intends to cover. **Remember, only the fees that are checked will be covered by your department. If your department wishes to cover both tuition and fees for a grad student, a Graduate Tuition Remission/Scholarship Verification Form must be completed to cover the student's tuition **and** a Grant Billing Form also must be completed to cover the student's fees.

Always indicate the number of credit hours the fees are to be covered at by entering the hours in (**Fees Covered at ___ Hours**) on the form.

Project Director/Signature/Date: The signature(s) of the person(s) authorized to approve expenditures from the fund(s) paying for the student.

This information must be included to process the Grant.

Submit the fully completed and signed document to Student Academic Records & Financial Services, 232 Capen Hall, North Campus.

Revised 1/07

GRANT BILLING FORM

Check if revised

A. Student Name _____ Person Number _____
Last First

Grant Name _____ Issuing Department OR Agency _____

Grant Number/PTA -- OR IFR Number

UBF Number - Select Semester Covered

Summer Semester 20
 Fall Semester 20
 Spring Semester 20

Date Grant Terminates _____

B. TUITION: Graduate Students Must Attach The Tuition Remission Scholarship Verification Form

Number of Credit Hours Funded _____ OR Lump Sum Payment _____
 (For Tuition Only)

C. FEES: Check Box For Each Fee Covered By Grant (Fees Covered at _____ Hours)

- Transcript Fee (J) Athletic Fee (F)
- Campus Life Fee (L) Microscope Fee (M)
- Technology Fee (P) Medical Insurance (I)
- Health Service Fee (S) Dental Instrument Rental Fee (N)
- College Fee (U) Architecture & Planning Fee (K)
- Activity Fee (V) Thesis Microfilming Fee
- Transportation Fee (X) Other _____

Project Director (please print name) _____

Signature _____ Date _____

NOTE: Any Fee/Cost Not Paid By The Grant Must Be Paid By The Student

For SFP Use Only					
Date	Code	Amount	Semester	Initial	Tap OR Other Coverages

Return to: Student Academic Records & Financial Services, 232 Capen Hall, University at Buffalo, Buffalo, NY 14260, (716) 645-2450, FAX (716) 645-7760

(Revised - Feb. 2007)

If changes are needed after a Grant Billing Form is sent, submit a new form and check this box.

Year and Semester— Check appropriate semester(s) and fill in the correct year.

Always indicate the number of hours the fees will be covered at by entering the credit hours here.

Fees to be covered should be checked off here. Do not put a tuition amount under OTHER in this section. (If a dept. is restricted to only a certain allotment, and there is only a portion of certain fees that can be paid, write in next to each fee the amount you can cover.)

Account Number

Tuition- this section is for tuition only. Credit hours or a lump sum must be chosen, NOT BOTH. Also, it is not allowed to combine tuition and fees and enter it as a lump sum amount. Lump sum amounts can not include any fees. Do not put any notes—if tuition is not to be covered, do not enter anything in this section. NOTE: As of 10/25/06, only credit hours can be used when funding is coming from an RF account.