

University at Buffalo Instructions for Completion of the Graduate Tuition Remission/Scholarship Verification Form

Instructions

General Information:

Tuition remission/scholarships are applied to tuition charges only and might not equal the full amount of your tuition bill. Other charges such as student fees, dormitory charges, student insurance, etc. are not covered by the tuition remission/scholarship and are your responsibility. You must file this form for fall and spring simultaneously if you have been awarded a tuition remission/scholarship for both semesters.

To be eligible for a Graduate Tuition Remission/Scholarship you must be a matriculated graduate student and, if the source of your tuition scholarship is an externally funded grant or contract, you must hold a concurrent payroll appointment under that source in an eligible graduate student payroll title. Your financial aid award may need to be adjusted based on the addition of the Graduate Tuition Remission Scholarship. Student Academic Records & Financial Services will credit Tuition Remission/Scholarships to your account. **If a credit does not appear on your account, be sure to follow-up with your department/funding supervisor.**

If fees are to be covered by a training grant, a "Grant Billing Form" must be attached to the Tuition Scholarship Verification Form and submitted directly to Student Academic Records & Financial Services and a copy sent to the Administrative Dean. The "Grant Billing Form" is located at the following web page:
<http://src.buffalo.edu/office/officeforms/graduatetuitionsscholarship.shtml>

Upon certification that the student is eligible, the Tuition Remission/Scholarship Verification Form is submitted to the Academic Dean or Vice President of the funding unit. Institutional eligibility requirements and policies are detailed at the following Web page: http://www.grad.buffalo.edu/policies/tuition_scholarship_policy.pdf

Routing Instructions:

1. Deadline information for forms, click - **Deadline Dates for submission of the forms.**
2. The student or department initiates the "Graduate Tuition Remission/Scholarship Verification Form" by having the student complete Section A "The Student Section".
3. The student's academic department must then complete "Section B. Academic Unit Certification of Eligibility for Tuition Remission/Scholarship".
4. The form must then be completed by the funding supervisor and/or funding Principal Investigator (PI) with signature authority for the account, who indicates the appointment type, the number of credit hours to be funded or a specified dollar tuition payment amount, the source(s) of funds for the tuition scholarship, and the student's total stipend amount and appointment dates.
5. The form must then be submitted to the Academic Dean (or his/her representative) or Vice President of the funding unit for approval.
6. The fully signed form should be sent to Student Academic Records & Financial Services, 232 Capen Hall, North Campus.

Section A:

To be completed by student

Name: Student name
Person number: Student's eight digit university student identifier
Check one: Select one of the three situations that applies to you with respect to filing for New York State Tuition Assistance Program (TAP)

Select one of the three situations that apply to you with respect to filing for New York State TAP. If no box is checked, we will assume student has applied for TAP and deduct the \$275.00 maximum per semester.

X The student has applied for TAP. If you are a New York State resident you must file for TAP using a Free Application for Federal Student Aid (FAFSA) form. If you file the FAFSA on the web (<http://www.fafsa.ed.gov>), a link to TAP will appear on the confirmation page after you have submitted your FAFSA. Clicking on the link immediately allows you to file for TAP on the web using the same information that was provided on the FAFSA. If you miss this link, go to the following link to fill out the NYS TAP application: <https://www.tapweb.org/totw/>

X The student has not applied for NYS TAP because he/she is an out of state student

X The student has not applied for NYS TAP because he/she has excess income and does not qualify (attach Excess Income Form).

If you had a New York State net taxable income of \$20,000 or more (family) or \$5,666 or more (emancipated with no dependents) in the previous calendar year, you need not apply for TAP. An official affidavit to substantiate excess income may be obtained from your department office or from the SARFS website at <http://src.buffalo.edu/office/officeforms/graduatetuitionscholarship.shtml> and must be attached to the Tuition Remission/Scholarship Verification form. The affidavit is to cover one academic year (Summer, Fall and Spring, respectively).

You will be responsible for the maximum tap award that will be deducted from your Tuition Scholarship if: (1) you do not submit your TAP award notification to Student Academic Records & Financial Services. Your TAP award must be submitted even if the dollar value is zero, or (2) you receive a TAP award from the Higher Education Services Corporation* (HESC) and are later notified by Student Academic Records & Financial Services that you are ineligible for TAP.

****If your TAP award is denied, a copy of your denial letter should be forwarded to Student Academic Records & Financial Services, 232 Capen Hall, ATTN: Tuition Waivers, to allow for an additional increase to your Tuition Waiver.**

Section B:

Instructions for Academic Department Staff

(Must be completed and signed by staff in the student's academic department.)

Criteria determining eligibility:

- Masters degree students are eligible for tuition remission/scholarship support up to the minimum number of credit hours required in their degree program. The time limit is two years (4 semesters).
- Ph.D. students are eligible for tuition remission/scholarship support up to the minimum number of credit hours required in their degree program. The time limit is four years (8 semesters).

If the student will be exceeding these time limits, he/she must obtain a "Waiver of Time Limit for a Tuition Scholarship Form" from his/her academic department. For graduate students receiving the tuition scholarship from within any College/School at UB, the waiver of time limit must be approved by the cognizant academic dean. For all others, the waiver of time limit, must be approved by the Graduate School. Normally, waivers of time limit provide for only one (1) credit hour of tuition remission/scholarship. This approved document must be attached to the "Tuition Remission/Scholarship Verification Form" or it will not be processed.

Section C, D, and E:

Instructions for Funding Supervisor or Principal Investigator (PI)

(Must be completed by the funding supervisor and/or PI.)

The Dean or Vice President should verify fund availability

The "Graduate Tuition Remission/Scholarship Verification Form" serves as a single form to process tuition scholarships funded from one or more sources, including State, Research Foundation (RF), and University at Buffalo Foundation (UBF) accounts. The funding source must be listed in the Fall and/or Spring semester boxes in order for form to be processed. The unit funding supervisor and/or principal investigator indicates the appointment type, specified dollar tuition payment amount or credit hours to be funded, and as well as the stipend amount and

source of funds for the stipend. Upon certification that the student is eligible, the form is submitted to the Academic Dean or Vice President of the funding unit.

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- Fall 20 Spring 20 Designate the semester(s) covered by this application. **If the tuition remission/scholarship is to cover the exact same items for spring as it does for fall, please click the box, and complete only the fall section of this form.**
- Appointment type: Check one--TA (Teaching Assistant), GA (Graduate Assistant), RA (Research Project Assistant), Fellowship, or Training Grant
- Number of Credit Hours Enter either the total credit hours **or** the dollar amount the scholarship will cover.
Funded/Lump Sum Payment: Lump sum amounts are **ONLY** for tuition. Credit hours is preferred. If the funding for this scholarship will be split among more than one source, enter the breakdown on the lines provided for credit hours or lump sum payment and source. **NOTE:** As of 10/25/06, Sponsored Projects will only accept credit hours for RF accounts. RF accounts that list lump sum amounts can not be processed.
- RF/UBF/IFR # Or Enter the Entity Code or RF/UBF/IFR # (for RF account #, include project, task
Entity Code and award). Entity Code number will be charged for the tuition scholarship. If an IFR account number is entered, either a Purchase Requisition or an E-Req should be completed with payment indicated to go to Student Financial Processing, 232 Capen Hall, North Campus, and a copy of the student's bill needs to be sent to Procurement, 206 Crofts Hall, North Campus.
- Dates of Appointment: The dates for the student's TA, GA, RA, Fellowship or Training Grant appointment.
- Funding Supervisor or PI: The signature(s) of the person(s) authorized to approve expenditures from the fund(s) paying for the tuition scholarship.
- Total Stipend Amount: The amount of stipend the student is to receive from his/her appointment during the dates listed and the account number to be charged.
- Signature of Dean or The academic Dean (or his/her fiscal representative) or Vice President
Vice President: will certify that all sections are completed and that sufficient tuition remission/scholarship funds are available.
The signature on this document should be that of the individual who is approving the funding for the scholarship and has signature authority on the funding source.
- Dean's Entity Code: RF/UBF/IFR accounts must have an Entity Code to process. **If designated funding sources are unavailable, the tuition will then be charged to the Dean's Entity Code.**

Note: this document is serving as a single form for processing tuition scholarships from various sources of funding.

Academic Dean or Vice President will certify availability of tuition remission/scholarship funding and submit the fully signed document to the Student Academic Records & Financial Services, 232 Capen Hall, North Campus. Be sure all sections are completed before signing this form.

Revised 2/08

GRADUATE TUITION REMISSION/SCHOLARSHIP VERIFICATION FORM

A. Student Section Click Here for Deadline Dates for Submission of Forms

Name _____ Person Number _____
Last First

Check one:
 Student has applied for NYS TAP.
 Student has not applied for NYS TAP because he/she is an out of state student.
 Student has not applied for NYS TAP because he/she has excess income and does not qualify (Attach Excess Income Form).

Signature _____ Date ____/____/____

B. Academic Unit Certification of Eligibility for Tuition Remission/Scholarship (See Instruction Sheet)

1. Intended Degree: Masters Doctorate Professional
 2. _____ Total graduate/professional credit hours attempted at UB (do not count 2006-2007 hours in this calculation).
 3. _____ Total transfer credit hours from outside UB applicable to current degree program.
 4. _____ Total credit hours of graduate tuition remission/scholarship support received to date.
 5. _____ Total number of semesters of graduate tuition remission/scholarship support received to date.

Certified by (please print) _____ Signature _____ Date ____/____/____
 Academic Department/Unit Name _____ Address _____ Phone _____

C. Funding Supervisor or Principal Investigator (PI) Section Click here for a "Request to Amend" form for future revisions.

Check here if applying for annual funding, and then complete **ONLY** the Fall section.
 NOTE: For *Split Funding*, please provide details on separate lines below.

Fall 20

Appointment type: TA GA RA Fellowship Training Grant

Number of Credit Hours Funded or Lump Sum Payment*
(* Lump sum payment cannot exceed tuition)

1. _____ Credit Hours OR \$ _____ Entity Code _____ RF/UBF/IFR # _____
 2. _____ Credit Hours OR \$ _____ Entity Code _____ RF/UBF/IFR # _____

Spring 20

Appointment type: TA GA RA Fellowship Training Grant

Number of Credit Hours Funded or Lump Sum Payment*
(* Lump sum payment cannot exceed tuition)

1. _____ Credit Hours OR \$ _____ Entity Code _____ RF/UBF/IFR # _____
 2. _____ Credit Hours OR \$ _____ Entity Code _____ RF/UBF/IFR # _____

D. I certify the availability of Tuition Remission Scholarship Funds as described above.

Funding Supervisor or Principal Investigator (Print) _____ Funding Supervisor or Principal Investigator (Signature) _____ Date _____
 Stipend Amount \$ _____ Paid from Account Number _____ Dates of appointment ____/____/____ to ____/____/____

E. Verify Availability of Tuition Remission/Scholarship Funds

Dean or Vice President's Signature _____ Date _____
 Dean's Entity Code _____

Must choose credit hours **or** lump sum, **NOT BOTH**. Credit hours are preferred. **NOTE: As of 10/25/06, only credit hours can be used when funding is coming from an RF account.**

Annual Funding—check when covering both semesters for exact same things (i.e.- hours and grant #). It is only necessary to complete the Fall semester in this instance.

Semester—needs to be included since sometimes different years are covered.

Entity Code—used for waivers only. Entity must be entered here if that is the funding source.

RF/UBF/IFR Account Number—must be complete. Grant # needs to include--project, task, and award. Account number must be entered here if that is the funding source.

Dean/Vice President's Signature—this is required, no exceptions. Forms not signed will be returned. Dean's Entity Code—required. Will be used only if grant will not pay. This is not considered the primary funding source.