

## Policy 50.5: Tuition Remission for Graduate Students Supported by Sponsored Awards

<i>Effective Date:</i>	July 1, 2012
<i>Last Updated:</i>	June 30, 2012
<i>Responsible Office:</i>	Office of Grants & Contracts Administration (GCA)
<i>Contact:</i>	Award Management

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### Reason for Policy

In conjunction with 2 CFR 220 (OMB Circular A-21), tuition remission and other forms of compensation may be allowable provided the individual's participation in the research meets the criteria of 2 CFR 220 [Section J.45](#).

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### Policy Statement

All sponsored budget requests that include graduate assistantship salary must also include full tuition at the current in-state rate, unless disallowed by the sponsoring agency. Tuition at the out-of-state rate may be requested. Some awards may only request partial salary for graduate students rather than full nine-month support, and tuition costs can be prorated accordingly in the proposal.

If the sponsor's awarded budget includes tuition, the tuition must be charged to the sponsor for graduate student(s) assigned to the project.

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### Procedures

For graduate students who are US citizens or permanent residents, a tuition award is made by completing the [online Scholarship Award Form](#). Please be aware that the student is responsible for any taxable income that may result from the award. Since the electronic copy does not allow for signatures and only serves as a confirmation, it is necessary that the original printed copy, which should contain a four-digit identifier, is kept on file in the appropriate departmental office. The original printed copy must be signed by the student as well as the individual responsible for the fund.

All tuition awards charged to sponsored projects are reviewed by Grants & Contracts Administration for fund allowability and availability of budget. Once approved by GCA, the award is forwarded to the Financial Aid office where the student's credit hours and/or tuition aid package will be verified. After Financial Aid approval, the award will be forwarded to Student Accounts. Tuition awards will be applied directly to the student's account; positive account balances will be refunded. **The person who completed the Scholarship Award Form must ensure that the submitted tuition award has been fully approved and received by the student.** Status of any

pending award processed electronically can be checked by logging into the [Scholarship Award Tracking](#) database.

Tuition awards to foreign nationals should be made by completing a [Direct Pay Request and a Scholarship Award Letter](#). **Transmittal of these forms is not electronic.** After completion, both forms (**Direct Pay Request** form and **Scholarship Award Letter** form) must be printed, and all appropriate signatures obtained. Both forms are then forwarded to GCA. After approval by GCA, the documents are sent to the Complex Payments financial office. When the tuition award has been fully processed, funds will be applied to the student's account.

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### **Exclusions/Exceptions**

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College deans approve proposals, and they can elect to exclude tuition expenses in the proposal at their discretion.

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### **Failure to Comply**

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N/A.

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### **Related Information**

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[2 CFR 220 \(OMB Circular A-21\) Section J.45](#)

[UNC Charlotte Graduate School](#)

[Scholarship awards to US Citizens and Permanent Residents](#)

[Scholarship awards made to Non-US Citizens](#)