SPRING 2016 GRADUATE ASSISTANTSHIP
TUITION WAIVER PROCESSING SCHEDULE

November 30, 2015 .............. Submission deadline for Graduate Assistantship renewals for Spring 2016. Receipt of Graduate Assistant Tuition Exemption Request Form (GATEX) on or prior to November 30, 2015 will allow us to post the tuition waiver by December 11, 2015.

December 11, 2015 .............. Payment deadline for transactions made November 23– December 11, 2015. (subject to change)

December 11, 2015 .............. Submission deadline for Graduate Assistant Tuition Exemption Request Forms (GATEX) for Spring 2016 new hires who are newly admitted students. Before making your decision, please review the student’s academic record in Banner to be sure he/she is eligible for the GAship.

January 4, 2016 .............. Last day to submit GATEX forms for late GA awardees. To be certain your awardee meets the 3.0 GPR eligibility requirement, check his/her academic record in STAR (continuing students) or BANNER (newly-admitted students).


IMPORTANT NOTES:

Please be advised that late GA awardees whose GATEX forms are received by us after November 30, 2015, (for the December 11, 2015 payment deadline) and January 4, 2016 (for the January 20, 2016 payment deadline) may not be processed in time for their tuition exemption code to be posted in BANNER. Just like you, we too need lead time. If you are unable to submit this information prior to these dates, please notify the student in advance so he/she will have sufficient funds to make full tuition payment. Reimbursement will be made by the Cashier’s Office, via the same method of original payment, after the GATEX form is submitted to us and the refund is processed by the University Cashier.

Dates important for graduate assistantship tuition waiver eligibility:

- February 15, 2016 is the latest starting date if GAship is to end on May 13, 2016 or later.
- April 11, 2016 is the earliest termination date if GAship is to begin on January 11, 2016 or earlier.