FALL 2014 GRADUATE ASSISTANTSHIP
TUITION WAIVER PROCESSING SCHEDULE

April 30, 2014 ............. Submission deadline for Graduate Assistantship renewals for Fall 2014. Receipt of Graduate Assistant Tuition Exemption Request Form (GATEX) on or prior to April 30, 2014 will allow us to post the tuition waiver by July 25, 2014.

July 25, 2014............... Payment deadline for transactions made April 23– May 2, 2014. (subject to change)

August 1, 2014............... Submission deadline for Graduate Assistant Tuition Exemption Request Forms (GATEX) for Fall 2014 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.

August 20, 2014.......... 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).

September 3, 2014....... Final payment deadline for transactions made August 13 – August 24, 2014.

IMPORTANT NOTES:

1. Please be advised that late GA awardees whose GATEX forms are received by us after April 30, 2014, (for the July 25, 2014 payment deadline) and August 1, 2014 (for the September 3, 2014 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.

2. New procedure regarding summer workloads.
   9-moth graduate assistants teaching in the summer do not have a cap on teaching credits, as it is their off-duty period. A Petition to Work More than 20 Hours does not need to be filed. 11-month graduate assistants may teach during summer; however, a Petition to Work More than 20 Hours shall be submitted for approval.

Dates important for graduate assistantship tuition waiver eligibility:

- **September 29, 2014** is the latest starting date if GAship is to end on December 20, 2014 or later.
- **November 14, 2014** is the earliest termination date if GAship is to begin on August 25, 2014 or earlier.