OFFICE OF THE CONTROLLER

Grants Administration Understanding Tuition Supplements

February 2024





Table of Contents

Vhat is a Tuition Supplement	3
low to Provide Tuition Supplements	4
low to Calculate Tuition Supplements	6
Graduate Health Insurance Subsidies	7
Cost Sharing Tuition Supplements	9
Key Takeaways	10
Resources and Contacts	12



Introduction to Tuition Supplements



What is a Tuition Supplement?

- A graduate student tuition supplement is an amount of funding provided to a graduate student via their student bill to cover tuition and fees.
- Tuition supplements can be provided to any graduate student with an assistantship (HCM job codes SGIA, SGTA, SGRA, or SGST).
- Supplements can be provided to a student with both departmental and sponsored-award funds.
- The funding source should be the same source as the student's pay.



How to Provide Tuition Supplements



- Tuition supplements are submitted via a <u>Dynamic Form</u> on the Financial Aid website and are processed in Banner.
- There is no internal approval workflow for these forms; non-grant funded supplements go straight to Financial Aid, grant-funded supplements go to GFM first, then Financial Aid.
- GFM and Financial Aid will approve and process the forms as is as long as there is funding available, so be sure to double-check the amounts.



- GFM will deny a tuition supplement if there is not enough funds in the balance of the tuition line of a sponsored project.
- Be sure to check the Grant Dashboard on the Finance Intranet before processing a form.





GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE South Carolina Financial Aid and Scholarships

Financial Aid and	Faculty and Staff Forms
Scholarships	Find the form that you need. If you have any questions about a form, please do not hesitate
Cost and Aid	to contact our office. All online forms will request authentication prior to completion of the
FAFSA	form. You must use your Network Username/VIP ID and password to proceed.
Grants	

The <u>Financial Aid</u> website has several resources.

Loans	Form Name	Format
Scholarships	Federal Traineeship Authorization Form	Online
Student Employment	Graduate Assistant Tuition Supplement Form 🖸	Online
Summer Financial Aid	Undergraduate/Professional Scholarships Form 🖸	Online
Exchange Programs	Graduate Fellowships Form [2]	Online
Forms and Resources	Reduced Tuition Rate Request Form (Continuing/Transfer), 12	Online
Student Forms	Reduced Tuition Rate Request Form (Freshman Only)	Online
Dynamic Forms	Statement of Administrative Understanding/Recipient Eligibility Certification for University Non-	PDF
Faculty and Staff Forms	Resident Reduced Tuition Rate Benefit Form 12	
Award Authorization and Disbursement	GA Tuition Supplement Training and Reference Guides	
Publications	• Financial Aid and the Controller's Office GA Tuition Supplement Form Training (Presentation)	
Code of Conduct	• Financial Aid and the Controller's Office GA Tuition Supplement Form Training (Webinar) 🛽	
Student Consumer Information	• GA Tuition Supplement: Completing the Form and How to Charge to a Departmental Account	
Terms and Conditions	GA Tuition Supplement: Completing the Form and How to Charge to a Grant [2] GA Tuition Supplement: Viewing a Saved or Submitted Form [2]	
Factbooks	GA Tuition Supplement: Viewing a Saved of Submitted Form [2]	
Our Location	GA Tuition Supplement: How to Fully Cancel a Supplement	
Contact Us	• GA Tuition Supplement: Form Revision: Removing an Amount for a Semester 🛽	
Outreach Request		



Important pieces of information you need to process a supplement:

- The student's name and USCID
- The total number of credits in which the student enrolled by semester
- The amount of tuition you want to provide the student from that account (department/fund or project)
- Whether the form is new or a revision

You can enter up to 10 students on one form, but only one department/fund or project is permitted per form



Faculty and Staff Forms

Find the form that you need. If you have any questions about a form, please do not hesitate to **contact** our office. All online forms will request authentication prior to completion of the form. You must use your Network Username/VIP ID and password to proceed.

I	Form Name	Format
	Federal Traineeship Authorization Form 🗹	Online
	Graduate Assistant Tuition Supplement Form [2]	Online
	Undergraduate/Professional Scholarships Form 🛛	Online
	Graduate Fellowships Form 🛛	Online

Welcome to Dynamic Forms

Let's get started, Susan.

The Graduate Assistant Tuition Supplement Form form needs to be completed.



You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!



Step 1. Complete the account and department information. Be sure to provide the complete account information.

DEPARTMENT NAME	DEPARTMENT ID		PAID FROM WHICH ACCOUN * Choose Choose	T?
OPERATING UNIT	DEPT NUMBER	FUND NUMBER	Departmental DE	E
PC BUSINESS UNIT	PROJECT ID			
DEPARTMENT CONTACT PHONE NUM	IBER	DEPARTMENT CONTAC	T E-MAIL ADDRESS	

- Choose Contracts & Grants if you are charging the tuition directly to a project.
- Choose Departmental if you are cost-sharing the tuition to a project.



Step 2. Choose the academic year, indicate whether the award is for fall/spring, or summer, and indicate if the authorization is a revision to a previously submitted supplement.

ACADEMIC YEAR	* 2324	~
TERM	* Fall/Spring	~
IS THIS A REVISION TO A PREVIOUS AUTHORIZATION SUBMITTED?	*Yes	~

This paperwork will **OVERRIDE** the current amount in the system for the student on this fund number. If the student has a Fall award on this account number and you submit a Spring only award, the student <u>WILL</u> be billed for the Fall semester. If you need to switch a student from one account to another account, please send a revised form with the amount zeroed for the old account and then process a new form for the student using the new account.

Step 3. Enter the total supplement for the academic year (total for fall and spring, or total for summer) in the "TOTAL SUPPLEMENT" field. If awarded for fall and spring terms. If the student is graduating at the end of the fall term, or the account is ending before 12/31 of the current year, then use the drop down box to indicate YES. If a student is enrolled in 9 or more hours, they will receive 100% of the amount submitted, and 1-5 hours receive 33% of the amount submitted.

Number of students to be awarded? * -- Choose -- -

LAST NAME, FIRST NAME Please list alphabetically.	BANNER ID Please do not enter duplicate ID's.	FALL SUPPLEMENT TOTAL	SPRING SUPPLEMENT TOTAL	TOTAL SUPPLEMENT FOR TERM INDICATED ABOVE	GRADUATING FALL/ ACCOUNT ENDING IN FALL	HOURS ENROLLED For Grant Funding Determination Only.
*	*	*	£	×	Choose 🗸 🗸	* Choose 🗸 🗸

COMMENTS

Use this section to write any special instructions.

Step 4. Review the information entered to ensure completeness and accuracy. Once reviewed, click "Next" below to sign and submit the form electronically.

*	(click to sign)		
	Signature	Date	
*			
	Signature	Date	
		FOR SCHOOL USE ONLY	
-	GA *	-	



How to Calculate Tuition Supplements



Banner uses specific pieces of information to process tuition supplements

- The number of credits a student is taking
- The semester(s) either Fall/Spring or Summer

The form is constructed to directly correspond to the **TOTAL number of credit hours** for which a student is enrolled. The calculation are as follows:

Credit Hour Enrollment	Distribution of Amount on Form
9 or more Credit Hours	100%
6-8 Credit Hours	67%
1-5 Credit Hours	33%

A <u>calculator</u> and <u>tip sheet</u> have been developed by the Graduate School to assist with completing the forms.



Making Changes

• If a change to a supplement is required, you must choose "Revision" on the form. This will override the previous form submitted.

ACADEMIC YEAR	* 2324	~
TERM	* Fall/Spring	~
IS THIS A REVISION TO A PREVIOUS AUTHORIZATION SUBMITTED?	Yes	V

 To remove a supplement from a grant, submit a form with "zero" (the example below will remove both Fall and Spring):

LAST NAME, FIRST NAME Please list alphabetically.	NNER ID ase do not enter duplicate ID's.	FALL SUPPLEMENT TOTAL	SPRING SUPPLEMENT TOTAL	TOTAL SUPPLEMENT FOR TERM INDICATED ABOVE	GRADUATING FALL/ ACCOUNT ENDING IN FALL	HOURS ENROLLED For Grant Funding Determination Only.
* Doe, Jane * A1	12345678	\$ 0.00	\$ 0.00	\$ 0.00	No 🗸	* 6-8 hours 🗸 🗸

- You can then submit a new form to process a supplement on the different project.
- If you are submitting a change for Spring only, remember to keep the Fall details the same.



Making Changes

 If you are submitting a change for Spring only, remember to keep the Fall details the same. For example, the Fall supplement is to stay on project X, but the Spring supplement needs to be on Project Y.

LAST NAME, FIRST NAME Please list alphabetically.	BANNER ID Please do not enter duplicate ID's.	FALL SUPPLEMENT TOTAL	SPRING SUPPLEMENT TOTAL	TOTAL SUPPLEMENT FOR TERM INDICATED ABOVE	GRADUATING FALL/ ACCOUNT ENDING IN FALL	HOURS ENROLLED For Grant Funding Determination Only.
* Doe, Jane	* A12345678	\$ 5,150.25	\$ 0.00	\$ 0.00	No 🗸	* 6-8 hours 🗸 🗸

COMMENTS

Removing Spring supplement only.

Use this section to write any special instructions.

South Carolina

Cost-sharing Tuition Supplements



Cost Share on Tuition Supplements

Office of Student Financial Aid and Scholarshir

South C	arolina	1244 Blossom St., Suite 200 Columbia, SC 292 Phone: 803-777-8134 Fax: 803-777-09	
	Graduate	Assistant Tuition Supp	plement Form
Use this form to report recipients of and submit the form electronically.	Graduate Assistant Tuition Supplement to	the Office of Student Financial Aid	and Scholarships, Follow the steps below, Once completed, click "Next" to sign
- Note the following important inform	ation before completing the form:		
Complete one form for all stu Duplicate Banner ID's should	idents paid from a unique account. Separ d not be submitted on the same form.	ate forms are needed for each unic	ue account number and for revisions.
Step 1. Complete the account and d	epartment information. Be sure to provide	the complete account information,	
DEPARTMENT NAME McNair Center - Mechanical	DEPARTMENT ID 155401	PAID	PROM WHICH ACCOUNT? partmental
OPERATING UNIT	DEPT NUMBER	FUND NUMBER	CLASS CODE
* CL040	155000	*EN700	202
PC BUSINESS UNIT	PROJECT ID 80000124	ACTIVITY ID]
DEPARTMENT CONTACT PHONE (803) 777-9596	NUMBER	DEPARTMENT CONTACT E- * gadowd@cec.sc.edu	MAIL ADDRESS
Step 2. Choose the academic year,	indicate whether the award is for fall/sprin	g, or summer, and indicate if the au	thorization is a revision to a previously submitted supplement.
	TEDM		2324
	TERM		Fall/Spring
	IS THIS A REVISION TO A	A PREVIOUS AUTHORIZATION SUB	MITIED? No
Step 3. Enter the total supplement for divided evenly between the fall and a indicate YES. If a student is enrolled amount submitted.	r the academic year (total for fall and sprir spring terms, if the student is graduating a d in 9 or more hours, they will receive 1004	ng, or total for summer) in the *TOT, t the end of the fall term, or the acco % of the amount submitted, 6-8 hou	AL SUPPLEMENT [®] field. If arwarded for fail and spring, the amount will be sunt is ending before 12/31 of the current year, then use the drop down box to rs receive 67% of the amount submitted, and 1-5 hours receive 33% of the
	i 1 . ►		
LAST NAME, FIRST NAME	BANNER ID	TOTAL SUPPLEMENT	GRADUATING FALL/
Please list alphabetically.	Please do not enter duplicate ID's.	FOR TERM INDICATED ABO	VE ACCOUNT ENDING IN FALL
		\$ 5,680.00	
0011170			
Use this section to write any specia	instructions. Lindsay Crawford will com	Student - NO Health Insurance - 6 plete the Journal entry to 'cost shar	e' tuition
Step 4. Review the information enter	red to ensure completeness and accuracy	. Once reviewed, click "Next" below	v to sign and submit the form electronically.
	3030373730		
Danielle Gadow	07/24/2023, 2:39 PM		
Signature	Date		
Signature	Date		
-	FOR SC	HOOL USE ONLY	
		-	
GA 1			

UNIVERSITY OF

- Complete a departmental tuition supplement form, charging the departmental account covering the cost share.
- In the **Comment** box indicate which project is being cost shared.
- Submit the form to Financial Aid as normal, however a copy will also need to be sent to the project's Grant Administrator (GA).
- Financial Aid will charge your department. The GA will work with GFM to process a journal entry to cost share it when the charge comes through.





Demonstration



Graduate Student Health Insurance Subsidies



Graduate Student Health Insurance Subsidies

- The University offers fully subsidized health insurance for all full-time PhD students and graduate assistants who elect to receive the student health plan.
- The departmental portion of the subsidy is allocated to the same source as a student's tuition supplement (department/fund or project).
- If a student's tuition supplement is on a sponsored project, the subsidy will be charged to the same project, unless otherwise noted.
- Grant budgets should be prepared with this cost in mind.



Key Takeaways



Key Takeaways

Be sure to check the balance of the tuition line on the sponsored project. A supplement will be denied if there are not enough funds.

Tuition supplements are processed by the Financial Aid office via Banner. Have all the relevant information needed, including the total number of credits in which the student is enrolled.

When making a revision to a tuition supplement, the new form will override any previous form.

To cost share tuition, charge it to departmental account and email a copy of the tuition form to the project GA.

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Resources and Contacts



Available Resources

Visit the Financial Aid website for the following resources:

- Graduate Assistant Tuition Supplement Form
- GA Tuition Supplement Training and Reference Guides

Visit the Graduate School website for the following resources:

- Information on Graduate Student Funding Processes
- <u>Tuition Award Calculator</u>
- <u>Tips for Using the Award Calculator</u>

Visit the SAM website for the following resource:

Budgeting for Graduate Student Research Assistants



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Questions



THANK YOU!

Office of the Controller



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Contact Number: Phone: 803-777-2602 Fax: 803-777-9586



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Alone, we can do so little; together, we can do so much.

