OFFICE OF THE CONTROLLER

Grants Administration
Understanding Tuition Supplements

February 2024

UNIVERSITY OF
South Carolina

Table of Contents

UNIVERSITY OF
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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.

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How to Provide Tuition Supplements

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How to Process Tuition Supplements

- Tuition supplements are submitted via a Dynamic Form 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.

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How to Process Tuition Supplements

- 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.

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	
SCHOLARSHIPS	22,550.00		10,406.14	12,143.86	✓

Category	Budget	Current Month	Life to Date Expenses	Balance	
SCHOLARSHIPS	6,971.00		6,948.26	22.74	✗

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How to Process Tuition Supplements

The [Financial Aid](#) website has several resources.

How to Process Tuition Supplements

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

Graduate Student Tuition Supplement 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.

Form Name	Format
Federal Traineeship Authorization Form ⤢	Online
Graduate Assistant Tuition Supplement Form ⤢	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.

✎ Complete This Form

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

Thank you for using Dynamic Forms!

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Graduate Student Tuition Supplement Form

- 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.

Graduate Student Tuition Supplement Form

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 **WILL** 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, the amount will be divided evenly between the 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, 6-8 hours receive 67% 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 *[_____]

[Save Progress] [Submit Form]

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How to Calculate Tuition Supplements

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Graduate Student Tuition Supplement Form

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 calculator and tip sheet have been developed by the Graduate School to assist with completing the forms.

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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

- 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.	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	$ 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.

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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

Use this section to write any special instructions.

Removing Spring supplement only.

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Cost-sharing Tuition Supplements
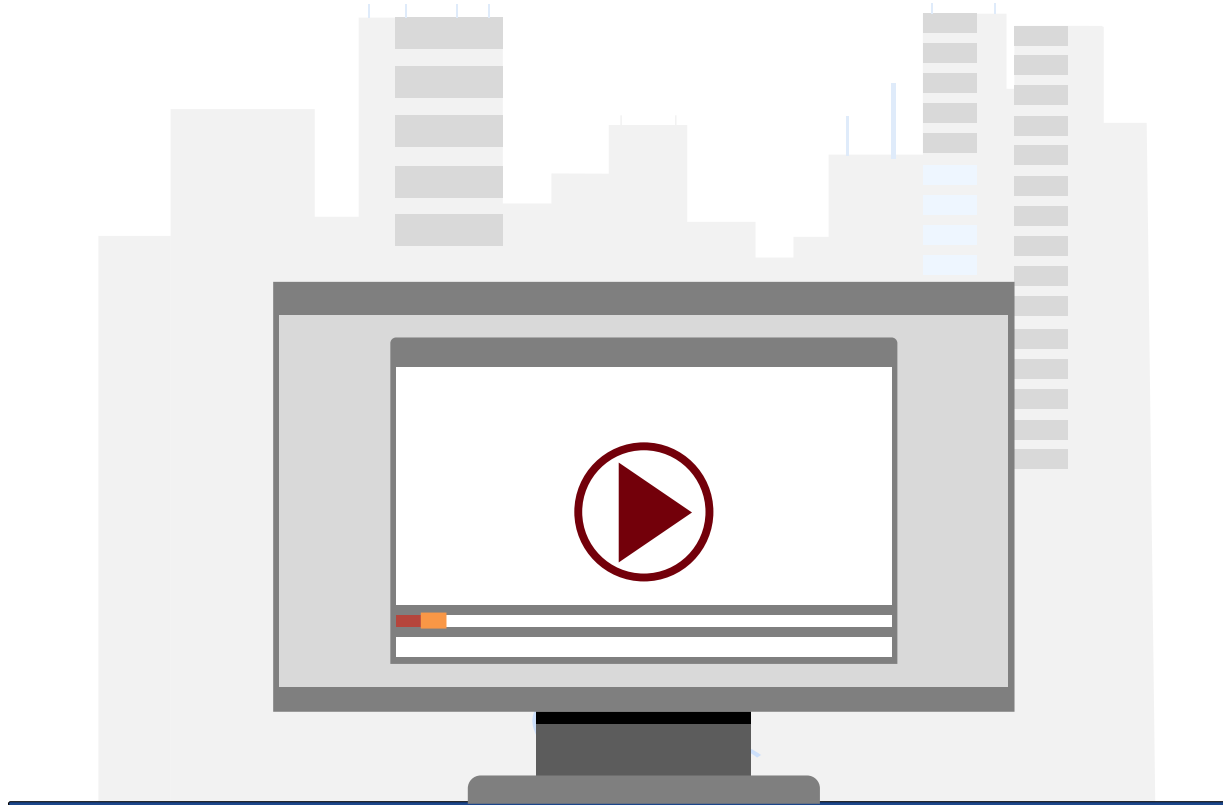
Cost Share on Tuition Supplements

- 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.

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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
- Tuition Award Calculator
- Tips for Using the Award Calculator

Visit the SAM website for the following resource:

- Budgeting for Graduate Student Research Assistants

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Questions

THANK YOU!

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

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