

Tuition Remission Checklist

- Notify OSP via email that tuition remission will be awarded
 - Indicate academic year and/or summer

Academic Year

PS Account Code 62060, UIS Subcode 437

Sept, 2012 to May, 2013 is Fiscal Year 2013 and Fund Year 2013

Sept – Dec, 2012 is 2013F

Jan – May, 2013 is 2013S

Summer

PS Account Code 61050, UIS Subcode 429

June – August, 2013 is FY2014 and Fund Year 2014

June – August, 2013 is 2013U on student continuous file

- Include total to be awarded
- Dept receives notification from OSP that fund budget is available in UIS
- Create tuition remission award requisition in UIS

- Award letter must include the following:
 - Student Name
 - Student Eagle ID
 - Amount of Award (whether by credits or set amount)
 - Award Semester Fall/Spring OR Summer)
 - Project/Grant to be charged
 - Any requirements, such as specific courses
 - Financial Aid Requisition Number (UIS)
 - PI signature