

# Office for Sponsored Programs

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Tuition Remission

January 3, 2013



# Tuition Remission

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- ❑ Sponsored Program tuition remission is awarded on a scholarship (non service) basis to graduate students selected by the Principal Investigator.
- ❑ Sponsored Program tuition remission is processed from projects with a function of Training (106) or Other (802).
- ❑ Sponsored Program Tuition Remission is exempt from F&A.

# Types of Tuition Remission

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## □ 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



# Troubleshooting and Tips

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- ❑ If the department cannot see the fund budget, verify that project team has been set up in the authorized signature file.
- ❑ If there is an error, the originator can go back into the requisition, make the change, then re-approve.
- ❑ Always tab to get around screens.
- ❑ To clear screen use + sign on number key pad.
- ❑ Letter Type is 99.



# PI and Department Responsibilities

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- Notify OSP that tuition remission will be awarded for the academic year and/or summer, and include total to be awarded
- Create and approve tuition remission award in UIS

# Sign in to UIS

BOSTON COLLEGE INFORMATION SERVICES

ENTER YOUR ID OR USERNAME:

ENTER YOUR UNIV PASSWORD:

ACCESS IS LIMITED TO AUTHORIZED PERSONNEL

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PLEASE REMEMBER:  
SECURITY IS EVERYONE'S BUSINESS

IF YOU WISH TO QUIT, PLEASE ENTER "YES":

PROD  
TC6B  
ATCPI107

Type in your user name and password (same as PS login)

# UIS System Menu

\*\*\*YOUR LAST ACCESS WAS VIA CONNECTION 0712 ON 01/23/13 (WED) AT 4:10 PM\*\*\*

ENTER SELECTION NUMBER OR TRANSACTION ID: AG01




- 01 ACCOUNTING/P-CARD
- 02 ADVISORS
- 03 BOOK - CAMPUS PHONE BOOK
- 04 BUILDINGS/GROUNDS
- 05 DOCU - PROGRAM DOCUMENTATION
- 06 FORMS - REQUESTS/NOTIFICATIONS
- 07 MANAGEMENT INFORMATION SYSTEMS
- 08 MEMO - MESSAGES
- 09 OFFICE SYSTEMS
- 10 STUDENT ACCOUNTS RECEIVABLE
- 11 STUDENT SYSTEM
- 12 UBUY - REQUISITIONS
- 13 UVIEW - YOUR BC RECORDS
- 14 WEB BASED
- 15 LOG OFF

\*NOTE: TO RETURN TO "LOOK" FROM ANY OTHER SCREEN, PRESS THE PF2 KEY\*

Type in AG01 and press Enter

# Financial Aid Award Screen 1

```
FINANCIAL AID AWARDS
AG01  NAME M.POILLUCCI
FINANCIAL AID AWARDS
01 ATHLETIC AID
02 GRAD FINANCIAL AID
03 MISCELLANEOUS
K RETURN TO SYSTEM MENU
L LOGOFF CICS
TYPE SELECTION HERE AND PRESS ENTER--> 02
```



Select 02 – Grad Financial Aid



# Graduate Financial Aid

## Create Award

```
AG08  NAME M.POILLUCCI
GRADUATE FINANCIAL AID

1  CREATE NEW AWARDS                9  REVIEW TUITION REMISSION AWARDS
2  REOPEN AWARDS BEFORE FA ACCEPTANCE 10  BROWSE AWARDS BY ACCT
3  ADJUST AWARD AFTER FA ACCEPTANCE  11  BROWSE BY DEPT
4  RECORD DEPT APPROVAL OF AWARD
5  GRAD AWARD SEARCH BY STUDENT NAME
6  DISPLAY TUITION REMISSION FUNDS
7  DOWNLOAD AWARD LETTER
8  MODIFY LETTER TYPE

K RETURN TO SYSTEM MENU            R RETURN TO FINANCIAL AID MENU
L LOGOFF CICS                      M RETURN TO MAIN MENU

TYPE SELECTION HERE AND PRESS ENTER-->  1_ 
```

Select 1 – Create a new award

AG76  
NAME: M. POILLUCCI

ENTER STUDENT EAGLE# OR USERID  
TO SEARCH STUDENT FILE TYPE NAME AND ?, OR ?  
TO SEARCH ADMISSIONS FILE TYPE NAME AND !, OR !

EAGLE# OR USERID :  ← HOME OR TERM ADDRESS(H OR T) T

NAME:  
ADDRESS: APT 1  
ADDRESS:  
CITY: WALTHAM  
STATE: MA ZIP: 02453  
COUNTRY(IF NOT USA):  
TELEPHONE: -

ENTER SCHOOL YEAR FOR AWARD 12 - 13

-----  
TYPE C TO CONTINUE AWARD PROCESS  
TYPE R TO RETURN TO PREVIOUS MENU  
TYPE M TO RETURN TO MAIN MENU --> c PRESS ENTER

Type in Eagle# the student's information will be automatically inserted.  
Press enter to continue.

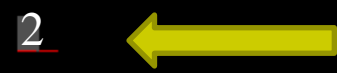
GRAD FINANCIAL AID FOR: AWARD SELECTION SCREEN

\*\*\*\*\*  
\* PLEASE NOTE: YOU ARE RESPONSIBLE FOR THE TAX IMPLICATIONS OF YOUR SELECTION \*  
\*\*\*\*\*

AWARD	DESCRIPTION	JOBCLASS	SUBCODES
1 TUITION REMISSION	GRAD TUITION REMISSION-NO SERVICE		430 429
2 TUITION TRAINEESHIPS	GRAD TUITION REMISSION FOR LEDGER 5		437

M RETURN TO MAIN MENU  
R RETURN TO ID SCREEN <<END OF COMMODITY LIST>>

TYPE SELECTION CODE HERE AND PRESS ENTER --->



Select 2 – Tuition Remission for Ledger 5 - press enter

FINANCIAL AID AWARDS  
AG71 AWARD SELECTION LIST

NAME: M.POILLUCCI

AWARDS FOR THE ACADEMIC YEAR: 12 - 13

	AWARD DESCRIPTION	AWARD	ACCOUNT		
1	CYNTHIA SULLIVAN '79 SCHP	BCE13	428544444		
2	CATHOLIC LEADER SOE	BCE16	624316448		
3	LSOE	GRC85	501532429		
4	LSOE	GRC86	501616437		
5	LSOE	GRC87	501389429		
6	LSOE	GRC88	501389437		
7	LSOE	GRC89	501235437		
8	LSOE	GRC90	501235429		
9	LSOE	GRC91	501226437		
10	LSOE	GRC92	501075437		
11	LSOE	GRC94	501075429		
12	LSOE	GRC95	501226429		
13	LSOE	GRC96	501532437	12,162	9,328

\*\* PRESS ENTER TO PAGE FORWARD \*\*  
TYPE M TO RETURN TO MAIN MENU OR  
R TO RETURN TO PREVIOUS MENU OR  
TYPE SELECTION CODE HERE AND PRESS ENTER --->

At this point you will select the GRC# ( this will be given to you by OSP) that is associated with your grant and either academic year or summer.

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AG48
FINANCIAL AID LSOE NLCSO SB TUIT TRNSHP          FOR 12 - 13  NAME: M.POILLUCCI
                                                ORIGATION DATE: 02/05/13
***** TO EXIT AT ANY TIME SEE OPTIONS BELOW *****
=====
STUDENT SS#

=====
*** ENTER TUITION REMISSION IN CREDITS OR DOLLAR,ADD SEMESTER, IF NEEDED ***
PER CREDIT VALUE: 1166
AWARD IN CREDITS: █_ _ _ _ _ ←
AWARD IN DOLLARS: _ _ _ _ _ ← *ENTER CREDITS OR $$$ AWARDED
      AWARD WILL BE AN ANNUAL AWARD UNLESS NOTED OTHERWISE
SINGLE SEMESTER AWARD ONLY:F=FALL,S=SPR,U=SUM _ ←
ENTER LETTER TYPE(OR ?): _ _ ←
=====

TYPE S TO RETURN TO AWRD SELECTION,NO UPDATE
M,TO RETURN TO U-BUY MENU--> _ PRESS ENTER

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Number of credits or award in dollar amount is entered on this screen Make sure that you enter the semester that the award is for. (If not entered it will be an annual award) Enter letter type "99"- Press Enter

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AG48
FINANCIAL AID LSOE NLCSDB TUIT TRNSHP      FOR 12 - 13  NAME: M.POILLUCCI
REQUISITION NO: 1674360                    ORINATION DATE: 02/05/13
***** TO EXIT AT ANY TIME SEE OPTIONS BELOW *****
=====
STUDENT SS#

=====
*** ENTER TUITION REMISSION IN CREDITS OR DOLLAR,ADD SEMESTER, IF NEEDED ***
PER CREDIT VALUE: 1166
AWARD IN CREDITS:  2.00      EQUALS      2,332.00  BUDGET AMT LEFT:502.00
AWARD IN DOLLARS:  _____
      AWARD WILL BE AN ANNUAL AWARD UNLESS NOTED OTHERWISE
SINGLE SEMESTER AWARD ONLY:F=FALL,S=SPR,U=SUM S
ENTER LETTER TYPE(OR ?):
REQUISITION COMPLETE  REQUISITION COMPLETE  REQUISITION COMPLETE
=====
TYPE R TO REVIEW REQUISITION,ADD COMMENTS
      A TO SELECT ANOTHER AWARD
      N TO AWARD A NEW STUDENT
      M, TO RETURN TO U-BUY MENU-->          █ PRESS ENTER

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This screen shows you a recap of what you have entered. Please note the requisition number, and verify that the award amount and semester/annual award are correct.

# Documentation Required

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- Award letter to the student, signed by the Principal Investigator. OSP retains the award letter for audit purposes.
- Award letter must include the following:
  - Student Name
  - Student Eagle ID
  - Amount of Award (whether by credits or set amount)
  - Award Semester
  - Project/Grant to be charged
  - Any requirements, such as specific courses
  - Financial Aid Requisition Number



# PI and Department Responsibilities

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- ❑ Forward complete supporting documentation to OSP
- ❑ Monitor student enrollment and eligibility throughout the semester and notify OSP of any change in student status and subsequent award adjustment





# OSP Responsibilities

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- ❑ Crosswalk PeopleSoft chartstring to UIS
- ❑ Add project team to Authorized Signature File
- ❑ Request fund budget from Student Services
- ❑ Verify that the tuition remission is being awarded during the budget period and that the awarded amount will not exceed the amount budgeted for tuition remission.
- ❑ Add or deduct funds to the fund budget
- ❑ Review and approve tuition remission transactions

# PI and Department Responsibilities

Award set up & notification received by department



Dept will notify OSP via email that tuition remission will be awarded for the academic year and/or summer and include total to be awarded



Dept receives notification from OSP that fund budget is available in UIS (GRCxx201x, e.g. GRC152014)



Dept creates and approves tuition remission award in UIS



Dept forwards complete supporting documentation to OSP



Dept monitors student enrollment and eligibility throughout the semester and notifies OSP of any change in student status and subsequent award adjustment