

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
GRADUATE RESEARCH ASSISTANT (GRA)
TUITION AND HEALTH INSURANCE CHARGE POLICY

Number 06.03.04

Division Office of Budgets and Management Information

Date March 10, 2014

Purpose To provide information on how the GRA tuition and health insurance is distributed.

Policy GRA tuition and health insurance amounts are provided by the Graduate Studies Office. They receive some of their information in the form of a spreadsheet from the Bursar's Office. This information is input into Banner and a report is created from that information. A spreadsheet of tuition and insurance charges is created from this report by the Payroll Office and is sent to ITS to be fed to Banner INB.

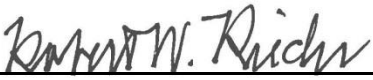
The GRA tuition and health insurance is charged in one lump sum at the beginning of each semester. The GRA stipend, tuition, and insurance distribution is stated on the GRA offer letter that is provided to the Graduate Studies Office. The distribution that is provided on the offer letter should be where the GRA is proposed and funded. This distribution is where the tuition and insurance will be charged each semester. A GRA is generally proposed and funded on one award at 100%. It is possible for a GRA to be funded on two different awards at 50% on each award. This is the only option other than being funded on one award at 100%.

Procedures The GRA's stipend should be charged where the GRA was proposed and funded. There should be no retros on a GRA's stipend unless the retro is to correct the distribution to where the GRA was proposed and funded. If an error was made and the incorrect org was stated on the offer letter for the GRA the department needs to inform the Graduate Studies Office and the Payroll Office so that the offer letter as well as the tuition and insurance distribution can be updated to the correct org. At the end of each semester the Payroll Office will complete a reconciliation to make sure the stipend, tuition, and insurance charges match what was stated on the offer letter.

Please contact Payroll Services if additional information is needed.

Review The Office of Budgets and Management Information is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Senior Vice President for Finance and Administration



Vice President for Research and Economic Development



Associate Vice President for Budgets & Financial Planning

APPROVED:



President