

WASHINGTON STATE UNIVERSITY

WSU Assistantship & Fellowship Training

Rita Whitcomb: Area Finance Officer, rwhitcomb@wsu.edu, 5-5165
Kristina Elkins: Fiscal Specialist, Kristina.Elkins@wsu.edu, 5-4799

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Objectives

Assistantships:

- Eligibility Requirements
- Waivers
- Tuition and Fees
- PERMS
- Payroll Deduction

Sponsored Students/Fellowships:

- Eligibility Requirements
- Graduate Sponsored Student Support Memo
- China Scholars
- myWSU
- **Deadlines**

Assistantship Eligibility Requirements

- **Academic Year Processing Memo**
GS website → Faculty & Staff → Finances
- Graduate Student Status
- Admitted to Pullman or branch campus
- RCR training / ITA exam
- **Full Time Enrollment (10-18cr)** for the entire semester
- 3.0 Cumulative GPA
- Must Reside in the state of WA- verified by looking at the mailing address in myWSU

Assistantship dates: 8/16-12/31 or 8/16-5/15 or 1/1-5/15

Waivers

- Waivers are based on **position funding**
 - EAA or PA submitted after PERMS is approved may affect waiver. Please contact the GS before submitted your forms
 - If DEPPS does not contain updated funding information please include the account information in PERMS conditions
- Appointment must be for the entire semester
- FTE at least 25% to 50%
- Student must be enrolled fulltime for the entire semester
 - **Check student enrollment before submitting PERMS action or support memo**

Waiver Types

- **Operating Fee Waiver (OFW) \$5,445.00**
 - Position must be funded on: State or F&A funded (001-01, 148-02,148-05)
- **All But Dissertation Waiver (ABD) \$5,445.00**
 - Student must meet all assistantship eligibility requirements – must enroll full time for the entire semester
 - Must be funded on competitive extramural grants
 - **ABD application needs to be submitted prior to 8/16 or 1/1**
 - GS review begins 8/1 for fall semester and 12/1 for spring semester

Waiver Types continued

- **Non-Resident Waiver (NR) \$6,716.00**
 - Guarantee for 1 year for domestic students
 - International students get the NR waiver as long as they have an assistantship
 - Domestic student must submit a **WA residency application**
 - Takes 1 year
 - Please inform your students of residency requirements
- **Qualified Tuition Reduction (QTR) \$5,445.00**
 - Position funded by anything other than state or F&A funds
 - QTR is a fringe benefit of employment
 - TNA & BNA grants: use job class 9904 or enter QTR Ovr Acct in waiver section of PERMS

Slide 8

WRI1 Whitcomb, Rita I, 6/8/2015

Sponsored/Fellowship

- Students who receive support from department, grants/fellowships, home country – typically not on assistantship
- If the student does hold an assistantship – mandatory fees and partial tuition can be guaranteed
- May have some GS commitment associated with their funding – please reference the commitment number in the comments of the sponsored student support memo
- Ph.D Fellowship Tuition Support Program
 - Supplement the fellowship COE allowance

[Submit Graduate Support Memos via myWSU](#)

Sponsored Students

- Know your students AND your GS agreements
 - Waivers – [Departments MUST submit support memo](#)
 - Fully funded positions
- China Sponsored Students – CSC
 - Receive in and out of state waivers- [Departments MUST submit support memo](#)
 - Department must provide \$5000/yr of support
 - Assistantship
 - Time-Slip appointment
 - Scholarship (requires no work from student)
 - Pay mandatory tuition and insurance (requires no work from student)
- Fulbright – In/out of state waivers: waivers requested by IP
- CONACYT- sponsored by home country, COE may differ from student to student
- JCATI agreement – in state waivers [Departments MUST](#)

Departmental Requirements

- Offer Letters – Please use our templates
- [ABD applications – due prior to 8/16 and 1/1](#)
- Verify waivers & position funding are correct
 - PERMS – look at the official PERMS form emailed to the originator
 - Payroll reconciling
 - Budget Reconciling- look at obj07QT
- Student Evaluation & Certification of Effort
- Exception to Policy:
 - Begin date not 8/16 or 1/1
 - Additional work beyond the assistantship
 - GPA less than 3.0
 - Waiver changes after 1/31/17

myWSU.edu

- Request access:
 - View Customer Accounts or
 - Campus Community or
 - CS Reporting → Query Viewer (**ASSISTANTSHIP reports**)
 - ❑ GS_PERMS_WVRS_W_RESEDCENCY: All graduate students that are enrolled for a specific term
 - ❑ GS_PERMS_WVRS_W_RESIDENCY_ID: Brings back a single graduate student
 - ❑ GS_PERMS_WVRS_W_RESIDENCY_ID_M: Brings back multiple graduate students

Deadlines

- **7/24/17**: GS will begin review and approval of PERMS and Sponsored Graduate Student Support memos
 - **STUDENTS MUST BE ENROLLED 10-18 CREDITS- do not look at PERMS action if not enrolled in atleast 10**
- **7/31/2017**: myWSU will calculate tuition (estimate)
- **8/14/2017**: FinAid will begin disbursement (estimate)
- **8/16/2017**: GS will work with SA to begin waiver posting
 - GS will not review PERMS between 8/16 and 8/20
 - Have your PERMS ready for approval and student enrolled by 8/15/17
- **8/18/2017**: PERMS rolls into DEPPS (night)
- **8/21/2017**: 1st day of classes
- **9/5/2017**: 1st Late Fee

Departments Should contact?

- The Graduate School
 - If waivers have not posted after the 3rd week of class and **ONLY** after you have checked
 1. PERMS
 2. Students' enrollment
 3. Students' account in myWSU
 - If the incorrect waiver has posted – contact Rita Whitcomb, ASAP
 - If the position funding has changed after the PERMS action has been approved, contact
 - Rita Whitcomb – GS
 - Rick Grunewald – Payroll Services
- Questions regarding the status of your Sponsored Graduate Student Support Memo
- You can view the location of our memo on mywsu.edu




