



VCU Graduate School

DATE: July 1, 2015

TO: Graduate Program Directors

FROM: Melissa W. Tyler
Graduate School

RE: 2015-2016 Graduate Student Support

Blair House
408 West Franklin Street
P.O. Box 843051
Richmond, Virginia 23284-3051

804 828-2233
Fax: 804 827-0724
TDD: 1-800-828-1120
www.vcu.edu/graduate

Please note the following and share this information with all relevant faculty and staff. All graduate student funding, regardless of the source of funding, must be submitted to the Graduate School for processing.

Note the new tuition/fee rate for masters and doctoral students.

	Monroe Park Campus							
	Masters				Doctoral			
	Full-Time (9 - 15 credits)		Per Credit Hour (1 - 8 credits)		Full-Time (9 - 15 credits)		Per Credit Hour (1 - 8 credits)	
	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident
Tuition	\$5,313.50	\$10,925.00	\$590.00	\$1,214.00	\$4,384.50	\$9,346.00	\$487.00	\$1,038.00
University Fee	\$878.50	\$878.50	\$73.00	\$73.00	\$878.50	\$878.50	\$73.00	\$73.00
Activity Fee	\$28.00	\$28.00	\$4.00	\$4.00	\$28.00	\$28.00	\$4.00	\$4.00
Technology Fee	\$41.50	\$41.50	\$5.00	\$5.00	\$41.50	\$41.50	\$5.00	\$5.00
Health Fee	\$103.00	\$103.00			\$103.00	\$103.00		
Library Fee	\$25.00	\$25.00	\$2.00	\$2.00	\$25.00	\$25.00	\$2.00	\$2.00
Capital Outlay Fee		\$312.50		\$26.00		\$312.50		\$26.00
Total	\$6,389.50	\$12,313.50	\$674.00	\$1,324.00	\$5,460.50	\$10,734.50	\$571.00	\$1,148.00
	MCV Campus							
	Masters				Doctoral			
	Full-Time (9 - 15 credits)		Per Credit Hour (1 - 8 credits)		Full-Time (9 - 15 credits)		Per Credit Hour (1 - 8 credits)	
	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident
Tuition	\$5,313.50	\$10,925.00	\$590.00	\$1,214.00	\$4,384.50	\$9,346.00	\$487.00	\$1,038.00
University Fee	878.50	878.50	73.00	73.00	878.50	878.50	73.00	73.00
Student Government Fee	18.00	18.00	7.00	7.00	18.00	18.00	7.00	7.00
Technology Fee	41.50	41.50	5.00	5.00	41.50	41.50	5.00	5.00
Health Fee	103.00	103.00			103.00	103.00		
Library Fee	25.00	25.00	2.00	2.00	25.00	25.00	2.00	2.00
Capital Outlay Fee		312.50		26.00		312.50		26.00
Total	\$6,379.50	\$12,303.50	\$677.00	\$1,327.00	\$5,450.50	\$10,724.50	\$574.00	\$1,151.00

* The Student Government Fee is a flat rate for part-time students

For more information, see the tuition, fees and other expenses calculator at <http://www.enrollment.vcu.edu/accounting/tuition-and-fees/tuition-and-fees-calculator/>.

****Student Billing/Payment Information****

The university does not mail paper bills. Students are sent email notifications to their VCU email addresses when a new invoice is available in the Billing and Payment Website. Students should then view their detailed invoices in the Billing and Payment Website.

VISA, MasterCard, American Express and Discover card payments are accepted for payment of tuition and fees bills through the Billing and Payment Website. Students will be assessed a convenience fee of 2.75% (minimum \$3) when making credit card payments through the Billing and Payment Website. The convenience fee is non-refundable.

Please note that checks are an acceptable method of payment either online through the Billing and Payment Web site, by mail, or at the VCU Cashier's Office located on the 1st floor of Harris Hall (1015 Floyd Avenue). Cash is also accepted at the VCU Cashier's Office which is open Monday through Friday from 9:00 a.m. to 3:00 p.m.

**** I-9 Form and E-Verify****

All Form I-9s must be processed electronically in the HireRight database. The only exception is for employees who work at remote locations and cannot bring supporting documents to VCU for review. In those very limited cases a paper Form I-9 is allowed, which must be completed by a Notary Public. When completing the Form I-9, please remember that the employee's SSN is required and we can only accept List B documents that bear a photograph.

E-Verify is an automatic process that electronically checks information provided by the employee on the Form I-9 against records contained in the U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) databases. The Form I-9 and E-Verify must be completed within three business days of the employee's start date. If an employee provides you with their U.S. Passport or Passport Card, Permanent Resident Card or Employment Authorization card for verification in Section 2 of the Form I-9, you will be required to upload a copy into HireRight and complete the E-Verify Photomatching.

For questions regarding the Form I-9 or E-Verify, please contact HR Compliance at 828-1588.

**** ImageNow Fax Instructions! ****

All new hire paperwork must be sent to HR via the ImageNow system. Documents may be emailed to hrdocs@vcu.edu or faxed using the following instructions:

1. Prepare your HR Documents as usual
2. Obtain appropriate Department/School/VP approvals
3. Fax documents to 827-8250
 - PAF in front
 - NO COVERSHEET

Note: This system works solely based on the ability to link documents to a Person in Banner. If a person does not exist in Banner, their paperwork cannot be linked. Therefore, please be sure the employee has been entered into Express Hire.

Additional Information: When faxing more than one new hire packet, please fax each employee's paperwork separately. If it is just a PAF and letter, one faxed file for more than one employee is acceptable.

Only fax documents that should be processed by HR Ops (PAFs and Supporting Docs). Items that should not be faxed:

- Interview Notes
- Documents without the PAF attached
- Timesheet Amendments
- Documents without V#s

****NEW: Doctoral Assistants at Candidacy****

Effective Fall 2015, the Graduate School will provide 1/3 university tuition only (not fees) for doctoral students who have advanced to candidacy and are being funded as a graduate assistant. The school/department/grant must provide 2/3 tuition support. Graduate assistants approved for candidacy must register for 9 semester hours of graduate coursework, for credit at VCU each fall and spring semester until the degree is awarded (including the semester of graduation). In order to be considered for doctoral tuition support at candidacy, an approved degree candidacy form must be on file with the Graduate School prior to the start of the current semester that funding is being requested and before the student formally begins the final thesis/dissertation/research project.

Doctoral tuition support at candidacy funds are available on first come, first serve basis for the academic year. Once all candidacy tuition support funds have been expense no additional support from the Graduate School will be provided.

****Affordable Care Act as it relates to graduate assistants ****

As you are aware, graduate assistantships may require that a graduate student work for up to 20 hours per week. Graduate assistants should not be employed elsewhere, particularly within the university. Graduate students should not hold both an assistantship and an hourly or adjunct instructor position at the same time. In exceptional cases, schools/college may authorize graduate assistants to have additional jobs, but only if they do not exceed 29 hours total in a work week as mandated by the Governor of Virginia. At this time, the Commonwealth of Virginia has not permitted any agency to provide exceptions to the 29-hour limit. Accordingly, VCU cannot make any exceptions to the limit. The Affordable Care Act requires employers to offer health care coverage to any individual working more than 29 hours per week. At this time, VCU does not offer health benefits to graduate assistants. Therefore, no school/college at VCU can hire a graduate assistant for work that exceeds 29 hours per week (20 hours as a graduate assistant and 9 additional hours) as this action is against state and university policy and exposes VCU (and, ultimately, the school/college) to a large, as yet undetermined fine.

*Graduate/teaching/research assistant working 20 hours per week FTE is.50

**** Graduate assistant renewals can be done by ePAF! ****

This allows you to key renewals for graduate assistants directly into Banner (new hires still require a paper PAF and new employee documents). In addition to faster turnaround, here are some other advantages of the on-line process:

- Key future-dated renewals for graduate assistants.
- View real-time status of the transaction.
- Update labor distribution for renewal dates without initiating a separate ePAF.

Please note that the graduate assistant renewal ePAF can only be used if the individual is returning to the same position number in the same Home ORG. For details, see the Reference Guide for Personnel Actions at http://www.hr.vcu.edu/media/hr/documents/PAF_Reference_Guide.pdf.

Questions about the ePAF? Contact HR Operations at pafs@vcu.edu or 827-1770.

****Graduate/Research/Teaching Assistants - complete on-line student application at eJobs@VCU ****

All newly hired and rehired* graduate/research/teaching assistants who are paid through VCU payroll must complete an on-line student application through eJobs@VCU by going to <https://www.vcujobs.com/postings/29971> and clicking on the "Apply to this Job" link. After completing the online application, the individual should click on "print version" to print the application.

Please inform the individual that he/she is not applying using eJobs, just completing, printing, and submitting the application to the hiring school/department/unit as part of the new hire paperwork.

The on-line application process ensures the following:

- The hiring school/department/unit will have an accurate record of the individual's eligibility to work.
- The individual will be informed that a criminal conviction background check is a condition of employment.
- The school/department/unit will have an opportunity to review disclosed convictions prior to hire.

When personnel administrators and/or hiring managers submit new hire materials for these applicants, they will include a printed copy of the eJobs student application with their paperwork. A completed application packet will ensure that there is no delay in processing new hire paperwork.

Please note that Human Resources will not process new hire paperwork without an on-line student application, an electronic Form I-9, and the employee's eConsent in HireRight or fingerprinting, if position is designated as "sensitive."

For more information, see the New Hire and Rehire Quick Reference Guide at <http://www.hr.vcu.edu/media/hr/documents/QuickReferenceNewHire.pdf>.

*Graduate/teaching/research assistants who have been separated from VCU for a period greater than 4 consecutive months

Assistantship types

eClass	Position Class	Position #	Description
G9 Graduate Assistant - 9 month	Grad Asst Student Worker (GASW)	AF0009	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. Graduate Assistant
	Grad Asst Sponsored Funds (GASF)	TR0009	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provides services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. Graduate Teaching/Research Assistant
GA Graduate Assistant - 12 month	Grad Asst Student Worker (GASW)	AF0012	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. Graduate Assistant
	Grad Asst Sponsored Funds (GASF)	TR0012	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provide services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. Graduate Teaching/Research Assistant

- Required work maximum of 20 hours per week.
- Cannot hold more than one assistantship position. The graduate assistant may not hold any employment or appointment of a remunerative nature during the term of their assistantship without the approval of their graduate program director.
- Must be enrolled full-time (minimum 9 hours fall, spring; minimum 3 hours summer).
- Graduate assistants that will complete all requirements for graduation within 30 days after the start of the semester can register for less than the required full load. The thesis/dissertation must be submitted to the library and approved by the Graduate School before the 30 day timeframe. If not, the student must register for the required full credit hours for that semester.

****NEW: 2015-2016 Graduate Student Support Forms are now available****

The graduate student support forms are now available <http://graduate.vcu.edu/forms/index.html>. The excel spreadsheet is for original awards submitted to the Graduate School for the first time for the academic year. The graduate student support form (PDF) is for original and all revisions (changes made to the original award regardless of submitting it on the excel spreadsheet or PDF form) must be submitted on the graduate student support PDF form. The graduate student support form must be saved and sent to the graduate student support email address: gradsupport@vcu.edu. Please note that only the graduate student support form should be sent to this mailbox. Please enter all relevant data to prevent the delay of award processing. Questions/inquiries are to be sent to Melissa W. Tyler at mt Tyler@vcu.edu.

Award Processing Procedure:

Forward the entire graduate student support funding packet to your school/department/unit Dean or Program Director for review/signature (if applicable). Once approved please email to gradsupport@vcu.edu, fax (no coversheet required) or send to Melissa Tyler in the Graduate School (P.O. Box 843051) for processing. Once received in the Graduate School, the award will be processed against the index/fund number indicated on the graduate student support form. The assumption is that award(s) are based on full-time enrollment unless otherwise indicated. Schools/departments/units are responsible for monitoring eligibility requirements, including enrollment levels (number of credit hours) and the student account. If any revisions to the award(s) are made, please notify the Graduate School as soon possible. Please note that graduate awards are processed in the order they are received in the Graduate School.

Awards cancelled or replaced with another funding source must be reported to the Graduate School. If the index number for the new funding source does not have a fund number associated with it, you will need to submit a Request for Fund Number to Financial Aid for processing.

****Financial Aid Award Notification and Request for Fund Number Form****

The Financial Aid Award Notifications and Request for Fund Number form are available and can be access at <http://www.enrollment.vcu.edu/finaid/resources.html#facstaff>. To make the process more efficient the forms are fillable PDFs that must be sent via email instead of fax. All forms should be saved and sent to the following address: fascholar@vcu.edu

A Financial Aid Award Notification form is required for each student. Digital signatures will be required on the Request for Fund Number form (instructions for adding/creating a digital ID are attached to the email). Please feel free to contact Casey Toney via email at ctoney@vcu.edu if you have any questions. Do not send questions or inquires to the fascholar@vcu.edu mailbox - only Request for Fund Number and Financial Aid Award Notification forms should be sent via this mailbox. Questions and inquiries should still be sent to Casey.

****Graduate Funding Source ****

If funding source is designated for tuition/fees only use account code **636022**. If the funding source is designated as student support and not restricted to tuition/fees use account code **636012**.

Please note, when awarding tuition and fees to student accounts from an Unfunded Account, no graduate student may receive above the tuition and fee amount.

<u>Unfunded Accounts</u>	<u>Funded Accounts</u>
1-XXXXX	5-2XXXX
2-XXXXX	5-3XXXX
3-XXXXX	5-4XXXX
5-3XXXX	6-4XXXX
4-XXXXX	8-8XXXX
8-88XXX	
8-89XXX	

For all continuing grants, if nothing changes except the index number, you may keep the existing fund number. Send Melissa Tyler an email with the old index number, new index number, fund number and detail code. **Please note once new index number is linked to fund code, no changes can be made to the old index number.** Changes

should not be made using budget journal entries between index numbers. Questions about graduate assistants? Contact Melissa Tyler, VCU Graduate School, at mt Tyler@vcu.edu or 828-2261.