

**College of Medicine**  
**PhD Biomedical Graduate Student Out-of-State Waiver Policy and Procedures**  
**Effective Fall 2005**

**Policy**

**Waiver Funding**

1. Effective Fall 2005 **out-of-state waivers** will be provided for graduate students enrolled in the PhD Biomedical Science Program offered by the College of Medicine. The Provost will provide up to **\$52,000** to Budget and Analysis to add to the graduate waiver pool for 2005-2006. The student credit hours will be reported for the College of Medicine along with student fees deposited in the E&G non-medical budget entity.
2. E&G funds will be allocated from the Provost to the College to award waivers for up to 50% of the total number of students enrolled in the program, for a maximum of 50 students. This is consistent with the current ratio of waivers to graduate fee collections.
3. The out-of-state tuition will be waived at the current per student credit hour amount and will not exceed more than \$10,309 for any student during the academic year.
4. The College of Medicine will be responsible for any dollars spent over and above their waiver allocation issued from the Office of the Provost.

**Note:** (The out-of-state tuition waiver for 9 hours, 2 semesters at the 04/05 rate is:  
\$572.71 x 9 hours = \$5,154.39 x 2 semesters = \$10,309.78)

**Eligibility**

5. In order to be eligible for the out-of-state waiver, the graduate student must have an qualifying assistantship with a .25 appointment or higher for each semester. Appointments should start no later than the first day of classes and continue through the last day of finals.

**Stipend**

6. Graduate assistants, regardless of the session, must be paid the following minimum per term:

<u>Appointment</u>	<u>Minimum Term Stipend</u>
.25 FTE	\$1,500
.33 FTE	\$1,980
.50 FTE	\$3,000
.75 FTE	\$4,500

**Matriculation and Fees**

7. The in-state cost of tuition **and/or student** fees may be paid by the College of Medicine **or** the student.

**Direct Charge Process – College of Medicine  
Effective Fall 2005**

**Procedures**

**Out-of-State Waiver Entry**

1. The College of Medicine will enter only **out-of-state waivers (no matriculation waivers)** in the Cashiering System (KUTW Screen) by **no later than the fifth day of class** using the following coding:

**Proposed COM Waiver Management (through Student Assessment screen – KUTW)**

<b><u>Fields</u></b>	<b><u>Codes</u></b>
Major Department	BMS
Budget Number	201000
Funding	P
Category	G
Appointment	M9182 Graduate Research Assistant, M9184 Graduate Teaching Assistant (Instructor of Record), W9185 Graduate Assistant in Teaching, Z9185 Graduate Assistant in Professional, and N9185 Graduate Assistant

2. The College will be responsible for any dollars spent above their waiver allocation issued from the Office of the Provost. It is the responsibility of the College of Medicine to reimburse the Office of Budget and Analysis for any waiver usage that exceeds their out-of-state waiver allocation. Contact Michael Lake 644-2478 for details.

## Payment of Remaining Tuition Balance

1. If the College of Medicine elects to cover the **remaining tuition** balance (matriculation only) of the student, the following procedure will be used:
  - A. Each semester, a **Payment Request Form** will be completed (**including all required signatures**) listing each student and the amount to be paid.  
The Payment Request Form can be found at the Controller's website:  
<http://www.vpfa.fsu.edu/control/forms.html#department>
  - B. The completed Payment Request Form will be submitted by the close of business on the 6<sup>th</sup> day of the semester to:

Raycene Patterson, Controller's Office  
UCA5607  
Phone: 644-5021  
FAX: 644-8137  
Mail Code: 2390  
Email: [rpatterson@admin.fsu.edu](mailto:rpatterson@admin.fsu.edu)

## Payment of Student Fees

- A. **State University Student Fees (i.e. transportation, activities and services, health, athletics, etc) cannot be paid using E&G funds.** If the College of Medicine elects to cover the fees using non E&G funds (C&G, Local, Auxiliary) a Departmental Billing Form should be completed (**including all required signatures**).  
The form can be found at the Controller's website:  
<http://www.vpfa.fsu.edu/control/forms.html#department>
- B. The completed Departmental Billing Form will be submitted by the close of business on the 6<sup>th</sup> day of the semester to:

Hunter Hughes, Controller's Office  
UCA1500  
Phone: 644-9460  
FAX: 644-5142  
Mail Code: 2390  
Email: [hhughes@admin.fsu.edu](mailto:hhughes@admin.fsu.edu)

<p><b>Note:</b> Student accounts should be paid by the College of Medicine <b>or</b> the student by the fee payment deadline.</p>
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