What's wrong with my tuition waiver?
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Enterprise Analytics
Graduate Tuition Waiver Reports

Review the waiver report to check for errors, i.e., "Fail Budgets" and "Project Inactive Dates."

Graduate Tuition Waiver Requests Navigation

Main Menu>Enterprise Analytics>Access Enterprise Analytics

On the left side of the screen click the magnifying glass. Type in Graduate Tuition Waiver Requests and press enter/return on the keyboard. See the screenshot on the next slide.
Enterprise Analytics
Graduate Tuition Waiver Reports
Letter of Appointment

**NAVIGATION:** Main Menu > Human Resources > Workforce Administration > UF Grad Letters of Appointment > UF Grad Letters of Appointment

Enter UFID of Graduate Assistant or Fellow and then click Search.
Link Status and Waiver Term Status should be Active.

To change the Employee Record Number, highlight the number, delete then click on the magnifying glass and select the correct ERN.
The Begin Date and End Date must be entered correctly for each term.

Be sure only ONE (the current term) Waiver Requested is selected.

Remember to distribute as needed.
Check for the "Y" in each section.

If any section contains an "N" the waiver will not pay until this is corrected.
An "N" in the circled section is the result of the student's record not showing him/her as a Graduate Student 7, 8, or 9.

Verify in Student Admin by going to the Student's current courses or Academic Program or check with the Registrar's Office. Only the Registrar can change this status.
Grad Waiver Status

GPA Requirement

An "N" in this section indicates the student's GPA does not meet the required minimum, which is 3.0.
Grad Waiver Status

FTE Valid

An "N" in the FTE Valid section indicates the student's job data FTE does not meet the minimum requirement needed for an assistantship of .25 FTE.
An "N" in this section indicates the student has not met the registration requirements for the assistantship or fellowship.

Check the Course Detail tab for the student's current registration status.
Grad Waiver Status: Course Detail Tab

Review the number of Eligible Enrolled Hours.

Check for the "Y" in the Waiver Allowed Flag section.

If any course contains an "N" the waiver will not pay until this is corrected.
Check for errors in the Error column.

Not having enough funding in the account will create a "Budget" error.

A grant that has expired will create an "Inactive" error in this column.

All errors need to be corrected before the waiver will pay.
Waiver Helpful Check Points
Letter of Appointment

- All Letter of Appointments (LOAs) have been entered for each student.
- The “LOA” is active Active.
- The “Link Status” is Active.
- The FTE is correct. If not, is there more than one LOA entered for the student? See the last checkpoint on this list.
- The correct academic (Begin Date and End Date) dates have been entered.
- The Employee Record Number (EmplRcdNbr) is selected.
- The correct Waiver Term is selected. Be sure only one (current) term is selected.
- The “Waiver Requested” is selected. Choose either “Matriculation & Full Fees” or “Matriculation Only.”
- The combination code(s) is/are entered. (Matric Distribution and/or Full Fee Distribution)
- If there are duplicate LOAs, inactivate duplicate LOAs by sending your request to ufhr-employment@ufl.edu or wrogers@aa.ufl.edu
Grad Waiver Status Check Points

- Does the student's GPA meet the minimum requirement (3.0+)?
- Is the student registered for the minimum required hours to receive the waiver?
- Click on the Funding Detail tab in the Grad Waiver Status. Is there a “Budget” in the Error column? If yes, please add funding or enter a different funding source. Remember, if the budget is even one penny short, the waiver system will not process any of the waivers.
- See the Funding Detail tab in the Grad Waiver Status. Is there an "Inactive" in the Error column? If yes, please extend the project date in the Budget Detail section as shown in the sample below. Extend the highlighted project date in this section.
Check Points to Remember

- Waivers begin running at the end of drop/add each semester.

- The waiver system's last run is the last day of classes for each semester.

- Review the report daily/weekly throughout the semester to avoid having to request a manual waiver. The manual waiver procedure involves multiple units and each one is processed according to the units’ workload in the order received. To help prevent manual waiver requests, please continue reminding the department to review the Waiver Report daily to ensure payments have processed and not backed out.

- LOA PRIOR TERM DIRECT TUITION CHARGE CORRECTIONS: Once a term closes and you need to change a direct charge to a different direct charge, you will need to complete an E2E journal.
  - Tuition Waiver Authority (WAVR) fund **132 CANNOT be used** on any Prior Term Tuition Charge Corrections.
Waiver Helpful Tips
Summer Registration & Academic Dates

Be sure each student is registered correctly for the Summer term. In the LOA enter in the correct Begin and End dates.

Note: These dates change each academic year.

UF ADMINISTRATIVE MEMO

FROM:
Joseph Glover, Provost and Senior Vice President for Academic Affairs

SUBJECT:
Academic Year Appointment Calendar through Spring 2023
Listed below are the dates for the Academic Year through Spring 2023

Summer 2022:
Term A  5/16/2022 – 6/30/2022
Term B  7/01/2022 – 8/15/2022
Term C  5/16/2022 – 8/15/2022

2022-2023 Academic Year:
Fall 2022  8/16/2022 – 12/31/2022
Spring 2023  1/01/2023 – 5/15/2023
Security Roles and Descriptions

- UF_LOA_VIEW (view only the LOA screens)
- UF_LOA_INPUT (input LOA only – no funding capabilities)
- UF_LOA_WAIVER (input waiver funding distribution - matriculation)
- UF_LOA_FEE (input full fee funding distribution)
- UF_LOA_STATUS (view status of waiver, funding detail, and course detail)
- UF_LOA_PET_VIEW (view students with approved petitions)
Contact

**College Level Tuition Waiver Contacts**
If you need assistance with your tuition waiver or have questions regarding the status of a waiver, contact your unit/college expert. If additional assistance is needed, the unit/college expert will work with the appropriate university core office to resolve the issue. Thank you!

- **Amber Allen**
  ameldot2@ufl.edu

- **Wilma Rogers**
  wrogers@aa.ufl.edu

- **Graduate School**
  Dr. Judith Traveis
  judiusb@ufl.edu
  
  *Graduate Appointment Guidelines; Petitions related to GPA, Late Hires, FTE*

- **UFHR - Employment Records & Operations**
  ufh-employment@ufl.edu
  
  *GA Employment Records and Entering Tuition Waivers*