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Program Manager

Biomedical Research Education Programs

PAYING TUITION FOR HSC STUDENTS

OVERVIEW

- ✘ Three ways to Process Tuition Payments
 - + Assistantship Contracts (OGS)
 - + Tuition Payment Forms (SFAO)
 - + Scholarship Payment Forms (SFAO-Scholarship)
- ✘ Scenarios for Paying Student Tuition
 - + Hiring a Grad/Professional student for service
 - + Paying tuition for a required course: Employee Training (student, post-doc, temp) not covered by tuition remission
 - + Departmental Scholarship
 - + Summer Internship
 - + Others?

ASSISTANTSHIPS (GA, RA, TA, PA)

- ✘ Assistantship contracts processed by OGS
- ✘ Must include salary (payment for service), includes tuition and/or health insurance (depending on FTE)
- ✘ Must be Graduate/Professional student enrolled in 6+ credits (Fall/Spring only)
- ✘ Doesn't have to be in your department
- ✘ Provides Out-of-state tuition waiver
- ✘ Deadlines are usually 2 months prior to term
- ✘ Request access to Assistantship Processing site from OGS, 7-2711

THE UNIVERSITY OF NEW MEXICO

Office of Graduate Studies Assistantship Form

Last Name: Doe First Name: John Middle: SSN: 9000000 Banner ID: 10000000

Students Enrollment Status: Post-Master w/o MA/MA

College/Admin Unit: School of Medicine Department: Bio-Medical Research Education Program

Date Prepared: Org Code: 572B Contract ID: 15431

Contact & Phone: Ignacio Ortiz, 505-272-1921 Email: ijortiz@salud.unm.edu

PLEASE INDICATE WHETHER THIS IS: New Appointment Change the following:

Terminate: RA Effective Date: Reason:

Forward W2 to:

DUTIES MUST BE LISTED BEFORE GRADUATE DEAN APPROVAL IS GIVEN:

Fall Duties: Lab rotations **Spring Duties:** Lab rotations (TAs and GAs ARE NOT ELIGIBLE TO TEACH GRADUATE LEVEL COURSES. Teaching Associates may teach graduate level courses if formally advanced to Doctoral Candidacy and have approval for Graduate Instruction)

FALL (year) 2009	INTER (year)	SPRING (year) 2010	SUMMER (year)
Start Date 08/01/2009 End Date 12/31/2009	Start Date End Date	Start Date 01/01/2010 End Date 05/31/2010	Start Date End Date
FTE 0.25 Title RA	FTE Title	FTE 0.25 Title RA	FTE Title
MONTHLY AMT 500.00 SEMESTER TOTAL 2500	MONTHLY AMT SEMESTER TOTAL	MONTHLY AMT 500.00 SEMESTER TOTAL 2500	MONTHLY AMT SEMESTER TOTAL
SALARY ACCOUNT DISTRIBUTION 572XXX/20A0 100%	SALARY ACCOUNT DISTRIBUTION /20A0 %	SALARY ACCOUNT DISTRIBUTION 572XXX/20A0 100%	SALARY ACCOUNT DISTRIBUTION /20A0 %
TUITION Hours 12 Index 572XXX Dissertation Only No GPSA Fee Yes Course Fees No	TUITION Hours Index Dissertation Only GPSA Fee Course Fees	TUITION Hours 12 Index 572XXX Dissertation Only GPSA Fee Course Fees	TUITION Hours Index Dissertation Only GPSA Fee Course Fees

TO THE STUDENT: It is understood that cancellation of classes or other necessary changes in the work schedule of the department may result in revision or cancellation of this agreement. In the event of cancellation a replacement assistantship is not guaranteed.

- I accept this assistantship offer and understand my rights and responsibilities as stated in the policy for the administration of assistantships. I have also read the details concerning the student insurance plan offered to assistantship recipients at UNM and I understand that I will automatically be covered provided that I meet the eligibility requirements and that my assistantship is approved by the Dean of Graduate Studies.

I wish to DECLINE enrollment in the insurance plan offered to assistantship recipients UNM _____ (Initial here to DECLINE)

- I decline this assistantship.

STUDENT SIGNATURE _____ DATE _____

P.I. / DEPARTMENT CHAIR _____ DATE _____

DIRECTOR / COLLEGE DEAN _____ DATE _____

[This contract is for review only]
It has not been officially submitted.

PROCESSING ASSISTANTSHIP CONTRACTS

- ✘ Access the Assistantship Contract Processing site
- ✘ Complete the contract details
 - + Student info, start dates, end dates, salary, # of credits, etc.
- ✘ Print out contract and get signatures from student, PI, Chair, etc.
- ✘ Submit to OGS for processing/finalization
- ✘ OGS Coordinates with HR, Bursar, SHAC
- ✘ Note: Additional paperwork may be required, check with OGS as contract is being processed

TUITION PAYMENT FORM

- ✘ Processed by Core Accounting Office and SFAO
- ✘ Fairly simple to Process, usually the fastest
- ✘ Pays for specific number of credits
- ✘ Can also include payment of student fees
- ✘ Can include multiple students, only one index
- ✘ Should be processed after student is enrolled
- ✘ May be linked to service* (if earning academic credit)
- ✘ In-house help, SOM Financial Aid Office

The University of New Mexico
Student Tuition Payment Form

Please print and send form to the appropriate core accounting office based on the index funding the payment. Call FSSC at 277-3457 if you need assistance in making this determination. After approval, the core accounting office will forward the form to the Financial Aid Office for awarding.

Unrestricted Accounting – Main	MSC01 1260
Restricted Accounting - Main	MSC01 1245
Unrestricted Accounting - HSC	MSC09 5220
Restricted Accounting - HSC	C&GAMSC09 5220

From:
Name/Title Department Email & Telephone

Account Name: Index No.: Account Code:
Please list only one account name and banner index per page

Tuition Course Fee GS A Fee Fall Spring Summer
Specify Charge(s) Academic Year:

<small>Authorized Department Signature</small>	<small>Date</small>
<small>Core Accounting Approval*</small>	<small>Date</small>

*If account number is graduate research account, it must be forwarded to the Office of Graduate Studies for approval

The following students should have their charges posted to the above Index number & Account Code:

Student	Banner ID	R/N**	Hours	Total \$ Amt.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Department will pay Resident or Non-Resident tuition rate.

*** Tuition rates can be found on the Bursar's website: <http://www.unm.edu/~bursar/tuitionrates.html>

PROCESSING TUITION PAYMENT FORMS

- ✘ Fill in contact/banner info, complete student info and identify the charges being paid
- ✘ Obtain department signature and forward to relevant Core Accounting Office for approval
- ✘ Core Accounting Office will forward to SFAO
- ✘ Monitor TSAAREV to verify payments

SCHOLARSHIP PAYMENT FORM

- ✘ Processed by Core Accounting and Scholarship Offices
- ✘ Pays specific dollar amount
- ✘ Can be for multiple students, only one index
- ✘ Can be used for students at any level
- ✘ Payments/disbursements can be split
- ✘ Can be processed prior to or during a term
- ✘ Least common form of payment?
- ✘ In-house help, SOM Financial Aid Office

Note: Scholarships are applied to any bursar balance

The University of New Mexico
Scholarship Office
Departmental Award Form

To: Unrestricted Accounting - MainMSC01 1260 Date: Page of
After approval, the core accounting office will forward the form to the Financial Aid Office for awarding.

From:
Name/Title Department Address Telephone

Account Name: Banner Index #: Academic Year:
Please list only one account name and banner index per page



Recipient	Banner ID	Total \$ Amt	Dollar \$ Award Amt Per Semester			Grad/Ugrad
			Fall	Spring	Summer	
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Approved to release funds on (enrollment status)? Zero (0) Hours Less than 1/2 time 1/2 time 3/4 time Full-time
Does this award represent monthly payment? No Yes If Yes, what month(s)/amount(s)?
Any of the above students UNM staff/faculty? No Yes If Yes, which student(s)?

Important: If anything remains incomplete or ambiguous, this award form will be returned to the department. All foreign national student awards must be completed on the International Student Departmental Award Form. □

I have certified the awards and students listed above meet or exceed the restrictions imposed by the donor(s) of these scholarship funds at the time of the award and that none of the above named are foreign nationals. I also certify that the above awards do not constitute payment for work performed or other payroll related payments.

Signature, Preparer Date

Signature, Department Chair Date

Signature, Core Accounting Approval Date

PROCESSING SCHOLARSHIP PAYMENTS

- ✘ Complete Contact/Banner information
- ✘ Complete Student and amount information
- ✘ Submit to Unrestricted Accounting*
- ✘ Unrestricted Accounting will forward to Scholarship Office for payment/disbursement

QUESTIONS?
