

## **Subject: Spring 2019 Tuition Waiver Processing**

The Office of Student Financial Aid processes all tuition waivers for eligible students, including assistantship tuition and fee waivers. To be eligible for an assistantship tuition and fee waiver, a student must hold an appointment between 25%-67% for at least 91 days of the term. **The 91-day period must be contained within the period between the first day of classes and the last day of final exams (January 14, 2019 and May 10, 2019). The standard spring appointment period for assistantships is January 1, 2019 through May 15, 2019.** Any appointment for this full period will meet the 91-day rule. Additionally, appointments that begin on the first day of classes (January 14, 2019) must go through at least April 14, 2019. Appointments that end on or after the last day of finals (May 10, 2019) must begin no later than February 9, 2019. The academic calendar used for reference can be found at: <https://senate.illinois.edu/ep0945.html>.

Students in approved cost-recovery and self-supporting programs are not eligible to hold waiver-generating appointments. For more information, consult the campus Tuition Waiver Policy at: <http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers>.

An appointment in Banner is required in order to generate pay for assistants. A waiver-eligible appointment in Banner is required before the tuition and fee waiver can be processed. If an assistantship appointment is not yet in the system and the student has accepted other financial aid, that financial aid will first apply to any outstanding balance on the UI student account, including tuition and fees. In this scenario, the student will not receive their additional financial aid until the tuition waiver has been awarded in Banner and disbursed to the student account.

Generally, waivers will be calculated twice a week and appear on the student's university account, as long as the student is registered. Once a month, the University of Illinois emails students reminding them to view their student account for recent activity and to pay any amount due by the due date. The first spring disbursement will be January 6, 2019. In order for the waiver to be applied to the student's university account on the first disbursement, the appointment must be in Banner by January 3, 2019. You can view the full spring processing schedule at: (<http://osfa.illinois.edu/types-of-aid/tuition-waiver-processing-schedule-Spring2019>).

**If you have specific questions regarding an assistantship tuition waiver**, please send an email to [finaidwaivers@illinois.edu](mailto:finaidwaivers@illinois.edu), or call Pete Shungu in the Office of Student Financial Aid at 300-5440. **If you have specific questions related to the processing of an assistantship appointment**, please contact Paula Gladney in Academic Human Resources at 333-6747. **If you have questions about assistantship waiver policy**, please contact the Graduate College at [grad@illinois.edu](mailto:grad@illinois.edu) or 333-0035.