



# VCU Graduate School

**DATE:** July 1, 2016

**TO:** Graduate Program Directors

**FROM:** Melissa W. Tyler  
Graduate School

**RE:** 2016-2017 Graduate Student Support

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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.

	<b>Monroe Park Campus</b>							
	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	\$5,446.50	\$11,198.00	\$605.00	\$1,244.00	\$4,494.00	\$9,579.50	\$499.00	\$1,064.00
University Fee	\$922.50	\$922.50	\$51.00	\$51.00	\$922.50	\$922.50	\$51.00	\$51.00
Activity Fee	\$28.00	\$28.00	\$2.00	\$2.00	\$28.00	\$28.00	\$2.00	\$2.00
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	\$30.00	\$30.00	\$2.00	\$2.00	\$30.00	\$30.00	\$2.00	\$2.00
Capital Outlay Fee		\$312.50		\$26.00		\$312.50		\$26.00
<b>Total</b>	<b>\$6,571.50</b>	<b>\$12,635.50</b>	<b>\$665.00</b>	<b>\$1,330.00</b>	<b>\$5,619.00</b>	<b>\$11,017.00</b>	<b>\$559.00</b>	<b>\$1,150.00</b>
	<b>MCV Campus</b>							
	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	\$5,446.50	\$11,198.00	\$605.00	\$1,244.00	\$4,494.00	\$9,579.50	\$499.00	\$1,064.00
University Fee	922.50	922.50	51.00	51.00	922.50	922.50	51.00	51.00
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	30.00	30.00	2.00	2.00	30.00	30.00	2.00	2.00
Capital Outlay Fee		312.50		26.00		312.50		26.00
<b>Total</b>	<b>\$6,561.50</b>	<b>\$12,625.50</b>	<b>\$670.00</b>	<b>\$1,335.00</b>	<b>\$5,609.00</b>	<b>\$11,007.00</b>	<b>\$564.00</b>	<b>\$1,155.00</b>

\*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 1<sup>st</sup> 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\*\***

At VCU the Form I-9 must be processed electronically through the HireRight system, with only one exception. The only exception is for employees who work at remote locations and cannot bring required documents to VCU for review, in-person. In those very limited cases a paper Form I-9 is allowed and it is recommended that the prospective employee be advised to utilize an HR department, preferably at a college or university in their local area.

Employers (at VCU this would be the assigned and trained departmental staff or PA) must complete the Form I-9 to document verification of the identity and employment eligibility of each new employee. For your reference, listed below is the hyperlink to view an I-9 form which contains the Lists of Acceptable Documents:

<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Section 1 of the form I-9 must be completed by the prospective employee after the employment offer and on or before the first day of work. Section 2 must be completed by the employer representative, after reviewing original acceptable documents (see link provided above), and signed within three (3) business days of the employee's start date.

For questions regarding the Form I-9 or E-Verify process, please contact the VCU HR Compliance Office at 828-1588 or 828-8525.

## **\*\* ImageNow Fax Instructions! \*\***

All new hire paperwork must be sent to HR via the ImageNow system. Documents may be emailed to [hrdocs@vcu.edu](mailto: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

## **\*\*Doctoral Assistants at Candidacy\*\***

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.

## **\*\*Student Travel Grant\*\***

The Graduate Student Travel Grant program encourages the presentation of research results or scholarly activity by providing travel grants of up to \$300 for degree-seeking students enrolled in master's or doctoral programs. Awards are made without regard to quotas or distribution among fields and departments; however, no student will be funded for more than one trip in an academic year.

Funding is limited, so students applying to the program are not guaranteed support. If you are receiving funds from your department/grant, please let us know so we can work with them for your reimbursement.

The application is available at <http://www.graduate.vcu.edu/life/bulletin.html>.

## **\*\*Required Compliance with the Commonwealth of Virginia Manpower Control Program\*\***

Virginia Commonwealth University is an agency of the Executive Branch of the Commonwealth of Virginia. The Commonwealth's Manpower Control Program stipulates that employees in the Executive Branch who are not eligible for benefits under a health care plan established by the Virginia Department of Human Resource Management (DHRM) or by an agency administering its own health care plan may not work more than 29 hours per week on average over a 12-month period. Eligibility for the health care plans is limited to classified state employees, salaried faculty as defined in the state health insurance manual, and post-doctoral scholars paid through the university.

All other employees, including graduate assistants, may not work more than 29 hours per week on average over a 12-month period, regardless of the number of positions they hold at VCU that are ineligible for the health care plans. Graduate students should not hold both an assistantship and an hourly or adjunct instructor position at the same time. In exceptional cases, schools/colleges may authorize graduate assistants to have additional jobs, but only if both jobs do not exceed 29 hours total in a work week in compliance with the Manpower Control Program. Non-compliance with the Manpower Control Program exposes VCU to the risk of significant penalties and costs and constitutes a violation of state requirements.

## **\*\* 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](http://www.hr.vcu.edu/media/hr/documents/PAF_Reference_Guide.pdf).

Questions about the ePAF? Contact HR Operations at [pafs@vcu.edu](mailto:pafs@vcu.edu) or 827-1770.

**Assistantship types**

eClass	Position Class	Position #	Description
<b>G9</b> 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. <b>Graduate Assistant</b>
	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). <b>Graduate Teaching/Research Assistant</b>
	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. <b>Graduate Teaching/Research Assistant</b>
<b>GA</b> 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. <b>Graduate Assistant</b>
	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). <b>Graduate Teaching/Research Assistant</b>
	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. <b>Graduate Teaching/Research Assistant</b>

- 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.

**\*\*2016-2017 Graduate Student Support Forms are now available\*\***

The graduate student support forms are now available at <http://graduate.vcu.edu/facstaff/forms.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. Email the completed graduate student support form to [gradsupport@vcu.edu](mailto:gradsupport@vcu.edu). Please note that only the graduate student support forms should be sent to this email.

Once received in the Graduate School, the award will be processed against the index number/fund code indicated on the graduate student support form. If the index number for the funding source does not have a fund number associated with it, you will need to submit a Request for Fund Number form to Financial Aid. 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. **Please note that graduate awards are processed in the order they are received in the Graduate School.**

For the summer 2017 semester, graduate student awards are processed after verifying that the student has enrolled for graduate coursework, for credit. Graduate assistants must be enrolled for 3 semester hours of graduate coursework, for credit. Please note that summer awards disburse three days after the start of the summer course. The last day to submit graduate student support forms for this fiscal year is **June 23, 2017**.

Questions/inquiries are to be sent to Melissa W. Tyler at [mt Tyler@vcu.edu](mailto:mt Tyler@vcu.edu).

**\*\*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://finaid.vcu.edu/resources/forms.html>. Request for fund number forms must be sent via email to [fascholar@vcu.edu](mailto:fascholar@vcu.edu).

A Financial Aid Award Notification form is required for each index number. Digital signatures will be required on the Request for Fund Number form. Please feel free to contact Casey Toney via email at [ctoney@vcu.edu](mailto:ctoney@vcu.edu) if you have any questions. Do not send questions or inquires to the [fascholar@vcu.edu](mailto:fascholar@vcu.edu) mailbox - only Request for Fund Number form should be sent via this mailbox.

**\*\*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](mailto:mt Tyler@vcu.edu) or 828-2261.