



Student Tuition and Fee Payment Form (SGA-2)
Instruction Sheet

<i>Field</i>	<i>Description</i>
Appointing Department	List the department which is appointing the student.
Undergrad / Grad	Check one: if student is Undergraduate or Graduate
Department Contact Person	List a person in the Appointing Department who will be responsible for the completion of the appointment. This person will be contacted by other departments involved in the appointment process should there be any questions regarding the appointment, position or student.
Campus Phone	List the Campus Phone number of the Department Contact Person listed on the form.
Student's Name	List the name of the student who is being appointed.
URI ID#	List the URI ID number of the student who is being appointed. The ID number will appear on the student's University ID card or is available in e-Campus as the student's "emplid".
Appointment Period	List the beginning and end dates of the appointment period.
Item Type	To be completed by Enrollment Services only.
Scholarship Name	<i>If applicable</i> , list the name of the scholarship that is being charged for this appointment.
Foundation Fund Number	<i>If applicable</i> , list the name of the Foundation Fund Number that is being charged for this appointment.
Department justification for waiver payments	Write "Research Assistant" for those students that are RAs (also known as GRAs – Graduate Research Assistants).
Waiver to be charged to	This table is to list, by e-Campus account code (also called "Chartfield string"), how many dollars are to be charged each account code listed. Enrollment Services will enter the exact dollar amount by account code that you list in this table. <i>Please note the following:</i> <ul style="list-style-type: none"> List waiver amounts for both tuition and fees – only if the grant that is being charged allows fees to be charged. Health Insurance Fees, for Graduate Research Assistants should NOT be included in this waiver. Health Insurance Fees for all others must be listed.
Account	Required. Use 6582 when listing tuition waiver amounts. Use 6583 when listing fee waiver amounts.
Fund	Required. List Fund <i>code</i> to be charged as listed in e-Campus (from Chartfield string).
Department	Required. List Department <i>code</i> to be charged as listed in e-Campus (from Chartfield string).
Program	Required. List Program <i>code</i> to be charged as listed in e-Campus (from Chartfield string). If there is no program the code is "0000"
Project	List Project ID to be changed as listed in e-Campus from Chartfield String
Waiver Amount	List <i>in dollar amounts only</i> , the exact waiver amount that is to be charged to this account code (Chartfield string).
Special Note	Use this field to write any special notes you wish to communicate with this charge.
Department Authorization	First signature to obtain: of department person who is authorizing appointment.
Grant & Contract Accounting	<i>If any charges are to a Grant</i> , signature of Grant & Contract Account person authorizing appointment charges.
Foundation	<i>If any charges are to a Foundation account</i> , signature of Foundation person authorizing appointment charges.
Graduate School	Signature of Grad School person authorizing appointment. This form must always be sent to the Graduate School for signature approval <i>before</i> forwarding to Enrollment Services.
Enrollment Services	Signature of Enrollment Services person who completed entering the waiver into e-Campus.