

## **The University of Rhode Island Student Waiver Process**

The following is an overview of the new process to pay for tuition and/or fees for students contingent upon exceptions to the current process in PeopleSoft.

Below is an explanation of forms to be utilized and where they can be found.

### **SGA-1—Graduate Assistant Tuition Waiver Payment Adjustment Form**

If the tuition waiver for a Graduate Assistant (GA) or Graduate Research Assistant (GRA) must be charged to a different chartfield string than the salary distribution reflected in PeopleSoft HR, departments must process the SGA-1 form. This will move the tuition waiver charges to an alternate, designated chartfield string. The originating department should forward the form to the Foundation and/or Grant & Contract Accounting for authorization as needed. Otherwise the form should be forwarded directly to Enrollment Services. (Foundation and/or Grant & Contract Accounting will forward the SGA-1 form to Enrollment Services after approval.) Enrollment Services will approve and take action.

### **SGA-2—Student Tuition and Fee Payment Form**

If a department must process a tuition payment for graduate or undergraduate students not hired as a GA or GRA, the SGA-2 form should be processed.

OR

If a department must process additional fee payment over and above the minimum waiver, the SGA-2 should be processed.

The originating department completes and forwards the SGA-2 form to the Foundation and/or Grant & Contract Accounting for authorization as needed. Otherwise the originating department should forward the form directly to the Graduate School when processing payments for graduate students or to Enrollment Services when processing payments for undergraduate students. (Foundation and/or Grant & Contract Accounting will forward the SGA-2 form to the Graduate School after approval.) The Graduate School will forward the form to Enrollment Services for approval and action.

Below is the explanation of the process flow:

The originating department completes and forwards the SGA-1/SGA-2 form to the appropriate department as listed above. The final destination for these forms is Enrollment Services.

Enrollment Services processes specific payment types through a journal entry into the PeopleSoft module. This information is then processed into the PeopleSoft General Ledger from a feed.

From the feed, the General Ledger is updated and the information is available online for the originating department to review their actual expenditures.

Forms SGA-1 and SGA-2 can be accessed via e-Campus Help - How Do I? - Human Resources - Payroll Process - Graduate Assistant Payroll.

Please direct any questions to Brad Jasperson or Cheryl Rand-Highley in the Budget Office, Ron Bernier in the Controllers Office, or Tom Pitassi in Research and Grant Accounting.