

**MEMORANDUM**

**TO:** Washington State University Staff  
**FROM:** Rita Whitcomb, Area Finance Manager  
**SUBJECT:** Waiver Options for Graduate Assistantship PERMS Processing

Below are helpful graduate assistantship waiver options for processing Personnel Actions Forms in the Personnel Electronic Records Management System (PERMS).

Waiver Options	Waiver Description
OFW	Operating Fee Waiver for a resident student
OFWNR	Operating Fee Waiver & Non-Resident Waiver for a non-resident student
1/2OFW	½ Operating Fee Waiver for a resident student
1/2OFW 1/2NR	½ Operating Fee Waiver & ½ Non-Resident Waiver for a non-resident student
QTR	Qualified Tuition Reduction for a resident student
QTRNR	Qualified Tuition Reduction & Non-Resident Waiver for a non-resident student
1/2QTR	½ Qualified Tuition Reduction for a resident student
1/2QTR1/2NR	½ Qualified Tuition Reduction & ½ Non-Resident Waiver for a non-resident student
NR	Non-Resident Waiver for students appointed to a Project Assistantship (title code 9904)
1/2NR	½ Non-Resident Waiver for a non-resident student
1/2QTR 1/2OFW*	½ Qualified Tuition Reduction, ½ Operating Fee Waiver a resident student
1/2QTR 1/2OFW NR*	½ Qualified Tuition Reduction, ½ Operating Fee Waiver & Non-Resident Waiver
NURS	Nursing Operating Fee Waiver for a resident student
NURSNR	Nursing Operating Fee Waiver for a non-resident student
SSW	Summer Session Waiver

\* Waiver is for split funded positions which requires prior approval from the Graduate School.

**Additional Notes during the Academic Year:**

- Full waivers are applied to Graduate Assistants who are on appointment 50%FTE, ½ Waiver are applied to those appointments > 25% or <49% FTE
- Appointment for the entire academic year should have 2 rows under the PERMS Waiver Type field.  
*One for the Fall Semester (20XX-3) and the other for Spring Semester (20XX-1)*
- Non-Resident (NR) waivers are provided for up to two (2) academic semesters.  
*Students are expected to establish [Washington State Residency](#) after one (1) year.*
- OFW waivers applied to positions supported by fund-subfund: 001-01, 148-02, 148-05
- QTR are applied to positions supported by extramurally funded programs (11-14 and 17A)
- Title codes 9901, 9905 and 9906 may only receive an operating fee waiver (OFW & OFWNR)
- Title code 9904 may only receive non-resident (NR) waiver