

CAHNRS Graduate Student Support Memo Guidance

The graduate student support memos are used by the Graduate School to process fees that are normally paid by the student. These student fees may include:

- Transit Fee
- CUB Fee
- SRC Fee
- Health Fee
- Media Fee
- Tuition (not covered by waiver)

There are two different types of funding that can be used to pay these fees:

- Program number 17A – no restrictions
- Program number 11-14 (Sponsored Projects as allowed by the funding agency e.g. some commissions and USAID) – see guidance below

Option A

Budgeting student related fees on sponsored projects: It has been a practice in some instances to expense student fees on grants, most commonly on commission funds (13/14C). It is required when spending on grants, that the expenses are allowable, allocable, reasonable & consistent. In order to assure there is full transparency to the sponsor in the budget and budget justification, the PI will need to coordinate and request the grant administrator to include these student fees in the budget spreadsheet and further explain in the budget justification. These fees should be budgeted under object/sub object **08TP**. These fees are excluded from overhead.

Below is an example of standard student related fees being paid on a Graduate Student Support Memo:

Tuition Guarantee Detail						
Select Tuition & Mandatory Fees	Description	Charged Amount	Payments Applied	Balance	Override Flag	Memo Amount
<input checked="" type="checkbox"/>	PULLM GRAD Res Tuition	5,612.00	0.00	5,612.00	<input checked="" type="checkbox"/>	441.00
<input checked="" type="checkbox"/>	Pullman CUB Fee	120.00	0.00	120.00	<input type="checkbox"/>	120.00
<input checked="" type="checkbox"/>	Pullman SRC Fee	157.00	0.00	157.00	<input type="checkbox"/>	157.00
<input checked="" type="checkbox"/>	Pullman Transit Fee	32.74	0.00	32.74	<input type="checkbox"/>	32.74
<input checked="" type="checkbox"/>	Pullman Health Fee	204.00	0.00	204.00	<input type="checkbox"/>	204.00
<input type="checkbox"/>	PULLM GRAD Res Tui-S&A	274.00	0.00	274.00	<input type="checkbox"/>	0.00
Total Charged Amount	6,399.74	Financial Aid, Waivers, and Other Credits		0.00	Total Guarantee Amount	954.74
Total Payments Applied	0.00				Total Waiver Amount	0.00
Total Balance	6,399.74				Total Memo Amount	954.74

\$954.74 = Residual Tuition & Mandatory Fees

Budget justification suggestion: “\$955 under stipends includes student related fees such as residual tuition, SRC, CUB, media fee, health fee, and transit.”

Option B

Alternatively, a student could be budgeted at a higher level on the graduate school salary matrix to cover student fee costs in lieu of paying for them directly. The normal practice is to budget Master students at level 26 and PhD students at level 32. We do not have specific guidance on this approach including what levels to budget in order to increase salary to cover the above fees. Therefore, this approach may require additional departmental analysis before implementation.

One last note regarding **China Scholarship Council** award recipients where WSU is required to provide an additional \$5,000/yr of additional support per academic year while on scholarship. These students may be appointed at 20% FTE assistantship at an appropriate Step (8 hrs service/week) over the academic year, to provide them a stipend (object 00) which meets this commitment. In addition, a Graduate Support Memo will be required each term to request the associated R/NR waivers committed by the Graduate School for the CSC recipients.