We are writing to provide additional clarification on the policy regarding payment of mandatory fees for graduate students. The full amount of mandatory student fees must be provided to all eligible students. To be eligible, graduate students must

- be appointed as a teaching assistant, research assistant, or fellow/trainee,
- receive the minimum stipend, tuition support, and
- be in good standing in their graduate program.

The system used to manage payment of tuition and fees is GradStar, a Student Administration component of ConnectCarolina. Fee payments will be handled in much the same way as in-state tuition coverage. Eligibility requirements are programmed in the system, and tuition and fee rates are pulled from Student Accounts. While many fields are pre-populated for ease of data entry, the system is flexible enough to allow edits and changes as needed to accounting chartfields.

Reports are available in GradStar to track all non-service, tuition, and fee awards. New reports and queries will be developed as needed to ensure everyone has access to the information on costs and charges for fees as this new policy is implemented. Please contact Amber Meads (ameads12@email.unc.edu) in The Graduate School for additional information on reporting.

**Implementation Plan for students funded using state resources:**

For students funded completely on state appropriations, there will be a staggered implementation plan to cover graduate student fees to allow schools/units/programs time to adjust and budget as appropriate for the future.

- **Year One (AY 2019-20):** The Provost will cover the full cost for graduate students paid using state funds.

- **Year Two (AY 2020-21):** The Provost will cover half of the cost, The Graduate School will cover one-fourth of the cost, and the school/program/unit funding the stipend will be responsible for one-fourth of the cost. If the school/program/unit funding the stipend is not the student’s home school/program/unit, the hiring school/program/unit cannot pass these fees on to the student’s home school/program/unit.
Year Three (AY 2021-22) and beyond: The Provost will cover one-fourth of the cost, The Graduate School will cover one-fourth of the cost, and the school/program/unit funding the stipend will be responsible for one-half of the cost. If the school/program/unit funding the stipend is not the student’s home school/program/unit, the hiring school/program/unit cannot pass these fees on to the student’s home school/program/unit.

Administrative and budget management of the state-funded students’ fees will be the responsibility of The Graduate School. The Graduate School will manage state-funded students’ fees in the same manner as in-state tuition awards. No fee expense for students funded using state resources will post directly to an academic unit. In year one, The Graduate School will work directly with the Provost’s Office to ensure charges are made to the appropriate funding source. The Graduate School will work directly with the College/School Dean’s to determine process for collecting appointing units’ contribution beginning in year two and beyond. More details regarding this part of the implementation process will be communicated as soon as possible. We will be monitoring the implementation process as we move forward. Contact The Graduate School (see below) if you have questions about this process.

Implementation Plan for students funded by external awards and private funding:

Beginning AY2019-20, the source of stipend is responsible for the full amount of mandatory fees charged to eligible students, except in the case of some external awards and grants (see below).

In cases where a student is funded by an external award, such as a federal grant, the allowable portion of fees will be charged to the grant per guidelines provided by OSR and based on federal regulations. If the grant does not have sufficient budget to cover the allowable fees, it is the responsibility of the stipend funding department to cover the costs from another source. Each academic year, mandatory student fees will be reviewed by OSR to determine allowable (may be charged to the grant) versus unallowable (may not be charged to the grant) fees. The GradStar system will populate the allowable portion of fees for grants, and the user will then add an additional row to pay the remaining balance from another source.

Year One: (AY2019-20): The Provost will cover the unallowable portion for grant funded students. More information will be provided as we work to automate this process.

Year Two (AY2020-21) and beyond: The unallowable portion must be paid from a non-grant source. Units have the flexibility to change sources for either the allowable and/or unallowable portions in the system before the charges are posted to the chartfields. We will be monitoring the implementation process as we move forward.

NOTE: The student’s stipend cannot be increased in order to cover the full fee amount or any portion of fees, nor can the remaining balance be left for the student to pay. The full amount of mandatory fees must be entered in GradStar on allowable chartfield strings.

All questions can be addressed to The Graduate School, Beverly Wyrick, bwyrick@email.unc.edu or 919-962-6318.