



Graduate Tuition and Other Support

POLICY STATEMENT

Cornell University's Board of Trustees, based on recommendations of the Provost in consultation with the college deans, assigns each graduate field and degree program a specific tuition rate to ensure equitable treatment of students and respond appropriately to market forces. Although special university-wide programs may exist to reduce tuition costs charged to grants or contracts, each student, regardless of degree program, is charged full tuition, health insurance, and fees (such as the student activity fee) according to status. Payment of tuition is a requirement for registration and access to scholarly resources and student services.

REASON FOR POLICY

Whether graduate students are actively pursuing coursework or conducting independent research on- or off-campus, graduate education draws extensively on a range of university human and capital resources. This and other tuition policies at Cornell are designed to offset these costs, and to ensure accurate accounting for revenue and revenue offsets.

The intention is that the tuition aid and tuition revenue distribution are substantially aligned with the allocation of resources in support of graduate education. Graduate research tuition for each student will, in general, be returned to the unit paying the student's expense. All professional master's programs and professional student tuition (except for tier three professional degrees – the M.F.A., D.M.A., and J.S.D.) will be returned to the home college for the degree program after an assessment is deducted for the University Support Pool. At the Weill Cornell Graduate School of Medical Sciences, all tuition revenue flows to the college.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university

WHO SHOULD READ THIS POLICY

- Faculty, staff involved with graduate students, administrative managers, deans, directors, unit heads, and department chairs

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/tools-library/policies/graduate-tuition-and-other-support
- University Policy Office: www.policy.cornell.edu

POLICY 3.13

Graduate Tuition and Other Support

CONTENTS

| | |
|---|-----------|
| Policy Statement | 1 |
| Reason for Policy | 1 |
| Entities Affected by this Policy | 1 |
| Who Should Read this Policy | 1 |
| Web Address for this Policy | 1 |
| Related Resources | 3 |
| Contacts, Ithaca Campus Units | 4 |
| Contacts, Weill Cornell Campus Units | 5 |
| Definitions | 6 |
| Responsibilities | 8 |
| Principles | 9 |
| Overview | 9 |
| Tuition Rates | 9 |
| Tuition Charges | 11 |
| Allocation of Tuition Revenue | 12 |
| Procedures, Ithaca Campus Units | 13 |
| Crediting Awards to Student Accounts | 13 |
| Appointments | 13 |
| Institutional Tuition Cost Sharing for Graduate Research Assistantships on Sponsored Funds | 15 |
| Fellowship Awards | 16 |
| U.S. Government-Funded Training Grants | 17 |
| Non-Degree Tuition Scholarships | 17 |
| Requesting Item Types | 17 |
| Procedures, Weill Cornell Campus Units | 18 |
| Index | 19 |

POLICY 3.13

Graduate Tuition and Other Support

RELATED RESOURCES

University Policies and Documents Applicable Only to Ithaca Campus Units of the University

[University Policy 1.1, Cost Sharing for Sponsored Agreements](#)

[University Policy 1.3, Graduate Student Assistantships](#)

[University Policy 3.11, Salary Confirmation](#)

[University Policy 7.1, Voluntary Leave of Absence for Students](#)

[Budget Model Manual](#)

[The Code of Legislation of the Graduate Faculty, Ithaca](#)

University Policies and Documents Applicable Only to Weill Cornell Campus Units of the University

[The Code of Legislation of the Faculty, Weill Cornell Graduate School of Medical Sciences](#)

External Documentation Applicable to All Units of the University

[F-1 Exceptions to Full Course of Study Requirements: 8 CFR 214.2\(f\)\(6\)\(iii\)](#)

[F-1 Full Course of Study Requirements: 8 CFR 214.2\(f\)\(6\)](#)

[J-1 Exceptions to Full Course of Study Requirements: 22 CFR 62.23\(e\)](#)

[J-1 Full Course of Study Requirements: 22 CFR 62.2](#)

[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\), Scholarship and Student Aid Costs, 2 CFR 200.466](#)

University Forms and Systems

Ithaca Campus Units

[Bursar Billing Dates, Ithaca](#)

[Graduate Assistantship Appointment Form](#)

[Graduate School Fields of Study Catalog](#)

[In Absentia Petition](#)

[Item Type Request Form](#)

[Leave of Absence Form](#)

[Non-Degree Application Form](#)

[Prepare a Proposal](#)

[Tuition and Stipend Rates, Ithaca](#)

[Tuition Proration Schedules \(daily\)](#)

Weill Cornell Campus Units

All forms for the Weill Cornell Graduate School of Medical Sciences are available on the [WCMC intranet](#), accessible with a CWID.

POLICY 3.13 Graduate Tuition and Other Support

CONTACTS, ITHACA CAMPUS UNITS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Contacts, Ithaca Campus Units

| Subject | Contact | Telephone | E-mail/Web Address |
|---|---|------------------|--|
| Policy Clarification and Interpretation | Graduate School Deans' Office | (607) 255-5810 | dean_gradschool@cornell.edu |
| Application of Tuition Aid to Student Accounts | Graduate School Student Services | (607) 255-5820 | www.gradschool.cornell.edu |
| Budgeting for Tuition Costs for Sponsored Funding | Office of Sponsored Programs | (607) 255-5014 | osp-help@cornell.edu www.osp.cornell.edu |
| Charges on Grants and Contracts | Sponsored Financial Services | (607) 255-5085 | sfs-help@cornell.edu www.dfa.cornell.edu/sfs |
| Cornell Student Health Insurance Plan | Office of Student Health Insurance | (607) 255-6363 | sicu@cornell.edu www.studentinsurance.cornell.edu |
| Correction to Financial Aid Awards | Graduate School Student Services | (607) 255-5820 | gfao@cornell.edu www.gradschool.cornell.edu |
| Inter-College Appointments | Business office of the college receiving tuition | | |
| | Graduate School Deans' Office | (607) 255-5810 | dean_gradschool@cornell.edu |
| Item Type Establishment | Office of the Bursar | (607) 255-2336 | uco-bursar@cornell.edu www.dfa.cornell.edu/bursar/departments/bursar-systems/item-type-request |
| <u>International Students</u> | International Students and Scholars Office (ISSO) | (607) 255-5243 | isso@cornell.edu www.isso.cornell.edu/immigration/f1/f1.php |
| • Enrollment Status | | | |
| • Immigration | | | |
| • Leave of Absence vs. <i>In Absentia</i> | | | |
| • Registration | | | |
| Health Leave of Absence | Gannett Health Services | (607) 255-5155 | gannett@cornell.edu www.gannett.cornell.edu/services/leaveofabsence.cfm |
| Health Leave of Absence (F-1 Students, Ithaca) | International Students and Scholars Office | (607) 255-5243 | isso@cornell.edu www.isso.cornell.edu/immigration/f1/f1medleave.php |
| Processing Stipends | Local human resources office | | www.hr.cornell.edu/about/ |
| Registration Status, Graduate School Students | Graduate School Registrar | (607) 255-5825 | grad_registrar@cornell.edu www.gradschool.cornell.edu |

POLICY 3.13

Graduate Tuition and Other Support

CONTACTS, WEILL CORNELL CAMPUS UNITS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Contacts, Weill Cornell Campus Units

| Subject | Contact | Telephone | E-mail/Web Address |
|---|---------------------------------|------------------|--|
| Policy Clarification and Interpretation | Graduate School Office | (212) 746-6565 | ffreyre@med.cornell.edu |
| Budgeting for Tuition Costs for Sponsored Funding | Budget Office | (212) 680-7053 | slvuong@med.cornell.edu |
| Charges on Grants and Contracts | Grants and Contracts Accounting | (212) 680 7131 | rphilli@med.cornell.edu |
| Item Type Establishment | Graduate School Office | (212) 746-6565 | bch2001@med.cornell.edu |
| Leave of Absence vs. <i>In Absentia</i> | Graduate School Office | (212) 746-6565 | ffreyre@med.cornell.edu |
| <u>International Students:</u> | | | |
| • Health Leave of Absence | Graduate School Office | (212) 746-6565 | ffreyre@med.cornell.edu |
| • Health Leave of Absence (F-1 Students, Ithaca) | Graduate School Office | (212) 746-6565 | ffreyre@med.cornell.edu |
| • Registration Status, Graduate School Students | Graduate School Registrar | (212) 746-6565 | djenkins@med.cornell.edu |

POLICY 3.13

Graduate Tuition and Other Support

DEFINITIONS

These definitions apply to terms as they are used in this policy.

| | |
|--|---|
| Assistantship | An arrangement in which financial support is given to a graduate student who engages in teaching and/or research in furtherance of the university's academic mission as well as his or her graduate education. |
| Director of Graduate Studies (Ithaca) or Program Director (Weill Cornell Graduate School of Medical Sciences) | The individual who serves as faculty liaison between the Graduate School and a particular graduate field. |
| Early Graduation Option | A five-month student insurance plan. Under this plan, students are billed in August for the entire plan year, but will be credited for seven months of the premium once appropriate paperwork is completed and processed. |
| Fellowship | An arrangement in which financial support is given to a graduate student to pursue his or her degree without any additional obligation on the part of the student to engage in teaching and/or research in furtherance of the university's academic mission. Generally, fellowships are merit-based awards. Continued financial support is contingent upon the student maintaining satisfactory academic progress as defined by the field and the Graduate School. |
| Graduate Field Assistant (GFA) | An administrative staff member hired in a department. The graduate field assistant (GFA) also supports faculty, particularly the director of Graduate Studies, in administrative aspects of the graduate field, such as admissions. The GFA assists graduate students, in a graduate field, in meeting the administrative requirements of their graduate program. |
| Health Leave of Absence (HLOA) | <p>An authorized interruption of a student's graduate degree program that is granted for life situations, medical conditions, or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. A student on a health leave of absence (HLOA) does not have student status, and forfeits all student benefits — including financial support and access to facilities and resources — for the duration of the HLOA.</p> <p>Maintaining student immigration status while on HLOA requires prior approval from the International Students and Scholars Office (ISSO) for Ithaca graduate students or the Weill Cornell Graduate School of Medical Sciences (WCGSMS) for Weill graduate students. Return from HLOA requires documentation from a health care professional that the condition precipitating the need for an HLOA has been treated sufficiently and ameliorated to the point that it will no longer adversely affect the student's safety and functioning. Individuals who are enrolled in the Student Health Insurance Plan (SHIP) will retain coverage through mid-August of the policy year. Contact the Office of Student Health Insurance for details.</p> |
| <i>In Absentia</i> | A registration status for graduate students registered on the Ithaca campus that allows full-time graduate students to earn registration units for study away from the Ithaca campus, subject to approval by the special committee and the Graduate School. |
| Item Type | A 12-character identifier that is used to post credits or charges to a student's financial aid or bursar accounting. Each item type links to the university's general ledger. Posting on a specific item type results in a corresponding transaction on the general ledger. |

POLICY 3.13

Graduate Tuition and Other Support

DEFINITIONS, continued

| | |
|--|---|
| Leave of Absence (LOA) | An authorized interruption of a student's graduate degree program that is granted for personal or medical reasons. A student on leave of absence (LOA) does not have student status, and forfeits all student benefits—including financial support, access to facilities and resources, and student immigration status—for the duration of the LOA. Individuals who are enrolled in SHIP will retain coverage through mid-August of the policy year. Contact the Office of Student Health Insurance for details. |
| Pooled Account | A central, endowed account where graduate research and professional tuition revenue from the Bursar system is initially recorded. Graduate tuition remains in the pooled tuition accounts until the tuition revenue is moved by journal entry to the appropriate college/school tuition revenue accounts, either in total or based on specific program revenue sharing agreements. All changes made by the Bursar to a student's tuition in the graduate research and professional arena are reflected in the pooled tuition accounts. |
| Registration Unit | A measurement used to indicate a graduate student's progress toward degree with the Graduate School at Ithaca. One registration unit corresponds to the satisfactory completion of one academic semester of full-time study and research. |
| Special Committee Chair (Ithaca) or Major Sponsor (Weill Cornell Graduate School of Medical Sciences) | The lead member of a student's special committee, which is a small group (usually three or four) of graduate faculty members selected by a student in a research degree program to guide his or her academic program. |
| Stipend | Financial support for living expenses. <ol style="list-style-type: none">1. The assistantship stipend is paid incrementally, twice monthly, throughout the semester via the payroll process and may be cancelled if the student does not fulfill the commitments of the assistantship.2. A fellowship stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field/department and special committee.3. A trainee stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field/department and special committee and meets the requirements established by the training grant. For details on specific funding levels, refer to the stipend and tuition rates published annually by the Graduate School.4. At WCGSMS, all students receive a stipend, paid biweekly. |
| Traineeship | A supervised position in which financial support is given to a graduate student to develop and extend research skills and knowledge in preparation for a research career. A traineeship is similar to a fellowship in that its stipend (provided by the training grant) will be used as a living allowance without any additional obligation on the part of the student to engage in teaching and/or research in furtherance of the university's academic mission. Trainees may be subject to the participation requirements of the funding entity. |

POLICY 3.13

Graduate Tuition and Other Support

RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

| | |
|--|--|
| Board of Trustees | Make final decision on the provost's recommendation for tuition and stipend rates. |
| Budget Office | Assist in development of tuition and stipend rate proposals for approval by the provost. Distribute tuition revenue to colleges and units. |
| Bursar's Office | Charge tuition to student accounts and collect tuition. Provide item types for award processing. Disburse fellowship and traineeship stipends. |
| Departments/Fields | Request, create, and modify item types for use in Financial Aid systems. Process tuition, stipend, and health insurance awards in Financial Aid systems or through Human Resources or Payroll, as appropriate. |
| Graduate Field Assistant | Work with department staff to ensure that tuition, stipends, and health insurance payments are credited to student accounts. |
| Graduate School | Provide support to departments in processing awards. Communicate tuition rates. Assist in developing and clarifying tuition policy. Review requests for matching funds. Process tuition, stipend, and health insurance credits in Financial Aid system. Advise the Budget Office on assistantship rates. |
| Local Human Resources (HR) Office | Process assistantship appointment forms. |
| Payroll | Disburse assistantship stipends. |
| Provost | In consultation with college deans, assign a specific tuition rate to each graduate field and degree program, and recommend stipend rates to the Board of Trustees. |

POLICY 3.13

Graduate Tuition and Other Support

PRINCIPLES

Overview

Whether graduate students are actively pursuing coursework or conducting independent research on- or off-campus, graduate education draws extensively on a range of university human and capital resources. Tuition at Cornell is designed to offset these costs. The Board of Trustees annually approves tuition rates that are assigned to each graduate field and degree program based on a proposal from the provost developed in consultation with college deans to ensure equitable treatment of students and respond appropriately to market forces. All students are charged full tuition, health insurance, and the student activity fee according to university status. Special university-wide programs may exist to reduce tuition costs charged to grants or contracts.

The intention is that the tuition aid and tuition revenue distribution are substantially aligned with the allocation of resources in support of graduate education. Graduate research tuition for each student will, in general, be returned to the unit paying the student's expense. All professional master's programs and professional student tuition (except for tier three professional degrees – the M.F.A., D.M.A., and J.S.D.) will be returned to the home college for the degree program after an assessment is deducted for the University Support Pool. At the Weill Cornell Graduate School of Medical Sciences (WCGSMS), all tuition revenue flows to the college.

Tuition Rates

Each field and degree program has its own tuition rate established annually. When a new degree program is established, a tuition rate is determined in consultation with the provost, the appropriate dean(s), and the University Budget Office. Rates are established taking into account market conditions, government funding sources, and available financial aid. At the WCGSMS, the Board of Overseers approves the tuition rates, which are then ratified by the Board of Trustees. Rates typically are announced in January or February following review by the Board of Trustees. Tuition rates are approved annually by the Board of Trustees in conjunction with their approval of the financial plan.

The full tuition rate is charged for the following:

- All enrollment in research programs (other than *in absentia* status) or any degree program without course requirements
- Full-time study for any Graduate School degree program (professional or research), except approved study *in absentia*
- Full-time study as defined to maintain immigration status

A prorated tuition may be charged for the following:

- Non-degree study: Non-degree status provides an opportunity for an individual who wishes to receive advanced training but who has no

POLICY 3.13

Graduate Tuition and Other Support

PRINCIPLES, continued

intention of working toward an advanced degree at Cornell. Students may register for less than a full semester. Tuition is charged at a monthly rate, rounded up from the number of weeks of study (e.g., three weeks of study equals one month; five weeks of study equals two months, etc.). One month of tuition is 25 percent of the regular tuition charge, two months of tuition is 50 percent of the regular tuition charge, and three months of tuition is 75 percent of the regular tuition charge. A student registered for the full semester pays the regular semester tuition.

- **Leave of Absence:** Students who file a personal leave of absence will have tuition prorated according to a daily schedule. Students who file a health leave of absence may have their tuition charges reversed. Students on leave relinquish access to all student services and campus facilities and earn no grades or registration units for study undertaken during the semester in which the leave is granted. Individuals who are enrolled in the Student Health Insurance Plan (SHIP) will retain their coverage through mid-August of the policy year unless approved for the early graduation option by the Office of Student Health Insurance. Students who leave the university mid-year without graduating will be charged the full SHIP premium and must cover that expense from personal funds. Contact the Office of Student Health Insurance for details.
- **Leave upon Completion of Degree:** A currently registered student (fall/spring semesters only), upon completing all degree requirements (including submission of the thesis/dissertation), may apply for leave upon completion of degree, effective the day of completion. The Graduate School will contact the Office of the Bursar to request tuition be prorated on a daily schedule to reflect the end date. The duration of leave upon completion of degree lasts to the next conferral date.
- **Students in professional degree programs without registration-unit requirements** (e.g., the master of engineering degree) who have completed all but nine or fewer of the required credit hours for the degree: Prorated tuition may only be requested after completion of the minimum number of semesters required for the degree.

POLICY 3.13
Graduate Tuition and Other Support

PRINCIPLES, continued

Part-Time Programs

Professional degree programs may offer part-time study. The approach to tuition rates for these programs will vary depending upon the format of instruction:

| | |
|--------------------------------|--|
| Percentage of Tuition | Part-time professional degree programs with established course requirements for each semester may charge a percentage of the regular degree tuition for each semester of part-time study. The total number of required course credits should equal the typical number of credit hours that would be completed by a student studying full-time in an on-campus program. |
| Per-Credit-Hour Tuition | Per-credit-hour tuition is appropriate for off-campus or online professional degree programs with course requirements that can be met by selecting a variable number of credit hours each semester over an indefinite period. The total number of required course credits should equal the typical number of credit hours that would be completed by a student studying full-time in an on-campus program. |

Tuition Charges

All students expected to register for an upcoming term are charged tuition approximately two months prior to the start of the term by the Office of the Bursar. Tuition is never waived; financial aid may be applied to offset the tuition charges to the student, but the tuition charge remains on the student account. Many university-wide financial aid programs exist that offset the tuition charge, particularly when tuition is paid from sponsored agreements. Tuition credits to student accounts may result from assistantship appointments, fellowship awards, traineeships, scholarships, awards from third-party sponsors, loans, or payments by students. For additional information, see the “Procedures” section of this policy.

Adjustments to Tuition Charges

In Absentia Study

Students approved for *in absentia* study are charged *in absentia* fees in lieu of tuition. Fees for *in absentia* study are approved annually by the Board of Trustees, and may be charged to grants and qualify for institutional cost-share. *In absentia* fees for all schools, except the Cornell Law School, the Johnson Graduate School of Management (JGSM), and the College of Veterinary Medicine are retained in a central university account. The Law School, JGSM, and the College of Veterinary Medicine receive their *in absentia* fees directly.

Change of Student Field or Degree Program

Students who change degree programs or graduate fields may receive a tuition adjustment for that semester. Departments must adjust tuition credits accordingly when the student’s program change results in a new tuition rate.

Leaves

As noted in “Tuition Rates” above, students who file a personal leave, health leave, or a leave upon completion of degree will have tuition prorated or reversed, according to the type of leave granted.

POLICY 3.13

Graduate Tuition and Other Support

PRINCIPLES, continued

Allocation of Tuition Revenue

Tuition is charged by the Office of the Bursar and the revenue is distributed at the time of the charge to either program accounts or pooled accounts. For tuition held in pooled accounts, after the sixth week of classes, tuition revenue is distributed to the individual colleges according to the principles set forth in the Budget Model Manual.

Tuition revenue distribution (both the rate and the college or program receiving the income) is set based on six-week enrollments and is not adjusted to reflect subsequent changes unless the change is determined to be material based on review by the University Budget Office and the impacted college(s) or program(s).

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, ITHACA CAMPUS UNITS

Crediting Awards to Student Accounts

All students are charged the full tuition rate for their program of study. Offsetting tuition credits to student accounts may result from assistantship appointments, fellowship awards, traineeships, scholarships, awards from third-party sponsors, loans, or cash payments by students. Only cash payments by students are posted directly to the Student Financials system (not applicable to the Weill Cornell Graduate School of Medical Sciences (WCGSMS)). All awards processed by a department or college are posted in the Financial Aid system with an appropriate item type (see “Requesting Item Types” below) and fed through the Student Financials system to ultimately appear as a credit on the student account. Awards in support of tuition are non-disbursing aid; if overpaid, assuming the item type has been set up to pay tuition only, they will result in a credit on the student’s record but will not generate a refund.

Appointments

Student appointments should be processed in accordance with accounting standards. Proper accounting when processing graduate student appointments facilitates accurate student accounts and university reporting. Account attributes, object codes, tuition policies, stipend disbursement methods, and effort certification requirements for each type of graduate appointment are summarized in Table 1, below.

Assistantship Appointments

An assistantship is an arrangement in which financial support is given to a graduate student who engages in teaching and/or research in furtherance of the university’s academic mission as well as his or her graduate education. The assistantship stipend is paid incrementally, twice monthly, throughout the semester via the payroll process and may be cancelled if the student does not fulfill the commitments of the assistantship. See University Policy 1.3, Graduate Assistantships for further information on assistantship expectations and stipend schedules.

- Externally funded assistantships: Tuition, stipends, and health insurance may be paid from single or multiple funding sources; however, the proportion paid from each source for each individual component (tuition, stipend, and health insurance) must be consistent (paid in the same proportion) across all accounts. Exceptions may exist when a sponsored award is inadequate to fund the assistantship fully, and institutional funds are used to supplement the award. When a student is moved to another project, the proportional costs for all components (tuition, stipend, and health insurance) for that period must be moved. To ensure the auditability of tuition aid payments, all adjustments to tuition support entries for

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, ITHACA CAMPUS UNITS, continued

students on the Ithaca campus must be made directly to the student account and may not be processed as journal entries.

- Internally funded assistantships: Tuition, stipend, and health insurance may be paid from multiple accounts; there is no requirement that the tuition and stipend be paid from the same source. The stipend, health insurance, and tuition generally are paid by the appointing department or college.

Fellowship and Traineeship Appointments

Fellowships and traineeships are distinct from assistantships. A fellowship stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field or department and special committee. A trainee stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field or department and special committee and meets the requirements established by the training grant. The stipend is paid through the Financial Aid system and is disbursed in a lump sum at the beginning of the semester.

◆**Note:** Sponsored awards may not be used to support fellowships, unless specifically identified in the award. When it is unclear whether a sponsored award may support a fellowship or assistantship, Sponsored Financial Services will review the agreement and make the determination. A sponsored-fund fellowship or traineeship requires only compliance with the terms of the award, whereas an assistantship will require of the student specific research, reporting, or other service-oriented “deliverables.”

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, ITHACA CAMPUS UNITS, continued

Table 1, Accounting System Information by Appointment Type

| Appointment Type | KFS Fund Limits | KFS Higher Ed Function Limits | Tuition Object Code | Institutional Tuition Cost Share ¹ ? | Health Insurance KFS Object Code | Stipend KFS Object Code | Stipend Method | Subject to Effort Certification ? |
|---------------------------------------|-------------------------|-------------------------------|---------------------|---|----------------------------------|-------------------------|------------------|-----------------------------------|
| Fellowship | | | 8120 | No | 8128 | 8100 | PS Financial Aid | No |
| Traineeship | Contracts & Grants (CG) | 4150 or 4360 | 8120 | No | 8128 | 8100 | PS Financial Aid | No |
| Assistantships | | | | | | | | |
| GRA | | 41XX, 43XX, 44XX | 8645 | Fund CG only | 8635 | 5500 | Payroll | Yes |
| RA | | | 8650 | No | 8640 | 5505 | Payroll | Yes |
| TA | | 41XX | 8650 | No | 8640 | 5510 | Payroll | Yes |
| GA | | | 8650 | No | 8640 | 5515 | Payroll | Yes |
| Ext. Asst. | | 44XX | 8650 | No | 8640 | 5520 | Payroll | Yes |
| Vet Asst. | | | 8650 | No | 8640 | 5520 | Payroll | Yes |
| Graduate Teaching/Research Specialist | | | 8650 | No | 8640 | 5525 | Payroll | Yes |
| WCGSMS students | | | 401001 | No | 642005 | 620110 | Payroll | No |

See this table containing legacy equivalents of these KFS values (PDF, 62 KB).

Institutional Tuition Cost Sharing for Graduate Research Assistantships on Sponsored Funds

Graduate research assistantship (GRA) appointments charged to the Contract & Grants (CG) Fund Group and Higher Ed. Function Codes 41XX, 43XX, and 44XX are eligible for a 50 percent institutional or college match. The item types for these credits are established to charge 50 percent to the sponsored agreement and 50 percent to the appropriate cost-sharing account. Please see Table 1, Accounting System Information by Appointment Type above, for the specific object codes.

For all other appointments, full tuition is charged to the funding source for the appointment.

¹ See “Institutional Tuition Cost Sharing for Graduate Research Assistantships on Sponsored Funds,” above.

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, ITHACA CAMPUS UNITS, continued

Fellowship Awards

The college of the student's special committee chair will pay any balance of tuition for government-funded fellowships for research degree graduate students as well as for external fellowships meeting one of the following criteria:

1. The external award must provide at least 50 percent of the nine-month stipend and annual health insurance, and the award must be available to students in multiple colleges (or 50 percent of one-semester stipend and annual health insurance to qualify for top-off to the single semester level).
2. If the award does not meet the 50 percent criterion as above, the college of the student's special committee chair must provide the tuition if the Graduate School determines the award contributes to the university's ability to address diversity goals in graduate education. Refer to the Budget Model Manual for more information.

Fellowships sponsored by the Graduate School include full tuition. For external fellowships where the agency pays less than full tuition but requires that the institution provide the balance of tuition as a condition of accepting an award, departments are expected to identify their own resources to supplement unless prior arrangements exist with the Graduate School. Even when not required by the sponsor, departments may choose to provide additional institutional aid. In certain cases, by prior agreement with the funding agency, the balance of tuition not paid by the agency is paid through the Graduate School. To be consistent with the principle of aligning tuition charges and revenue costs for the tuition awards through the Graduate School, these supplements may be charged back to the college receiving the tuition revenue. The following are fellowships for which the Graduate School will pay the balance of tuition by prior agreement with the funding agency:

- American Association of University Women (AAUW) Fellowships
- American Council of Learned Societies (ACLS) Mellon Fellowships
- Consejo Nacional de Ciencia y Tecnología (CONACYT) Fellowships
- Environmental Protection Agency Science to Achieve Results (EPA STAR) Fellowships
- Ford Foundation Fellowships
- GEM Fellowships
- Hertz Foundation Fellowships
- Natural Sciences and Engineering Research Council (NSERC) Fellowships
- Sloan Foundation Fellowships
- Social Sciences and Humanities Research Council (SSHRC) Fellowships

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, ITHACA CAMPUS UNITS, continued

U.S. Government- Funded Training Grants

Any difference between the government's tuition payment and full tuition will be provided by the university and/or the colleges. In endowed colleges, the Graduate School pays the balance of tuition not covered by the training grant. In the contract colleges, the grant pays the maximum allowable and the college receiving the tuition revenue then awards up to one-half of the tuition through the Financial Aid system. The Graduate School pays any remaining balance from restricted endowment income. There is no automatic cost-sharing on training grants other than those sponsored by the U.S. government.

Non-Degree Tuition Scholarships

Visiting non-degree graduate students must pay full tuition (not applicable to WCGSMS). Each college determines its policies for non-degree graduate students.

◆**Note:** In accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), Subsection 466, tuition support for non-degree graduate students may not typically be charged to sponsored agreements.

Requesting Item Types

All financial aid transactions processed in Financial Aid require an item type, a special 12-digit code that links the transaction to the appropriate general ledger account. Departments request item types from the Office of the Bursar via the Item Type Request Form (see "Related Resources").

POLICY 3.13

Graduate Tuition and Other Support

PROCEDURES, WEILL CORNELL CAMPUS UNITS

All students are charged the full tuition rate for their program of study. Offsetting tuition credits to student accounts may result from Weill Cornell Graduate School of Medical Sciences (WCGSMS) scholarships or support from external entities. All charges and payments are recorded in the accounting and student billing modules of Weill Cornell Medical College's (WCMC's) administrative systems. The account coding for these transactions is included in Table 1, Accounting System Information by Appointment Type in the "Procedures: Ithaca Campus Units" section of this policy. The WCGSMS Graduate School Office manages tuition charges and scholarship payments, and the transactions are recorded in collaboration with the Student Accounting division of the WCMC Finance Office. The WCMC Budget Office provides billing and collections services for Memorial Sloan-Kettering Institute and for joint programs with neighboring institutions such as The Rockefeller University.

Stipends are processed through payroll. The WCGSMS Graduate School Office manages the funding in coordination with the academic departments, as appropriate.

INDEX

| | | | |
|---|--------------------------------|---|--|
| Appointment..... | 13, 15, 18 | Non-disbursing..... | 13 |
| assistantship..... | 8, 11, 13 | system | 8, 13, 14, 17 |
| inter-college..... | 4 | Function Code | 15 |
| traineeship | 14 | Fund Group | 15 |
| Assistantship..... | 6, 7, 8, 11, 13, 14, 15 | Funding agency | 16 |
| appointment..... | 8, 11, 13 | Gannett Health Services | 4 |
| appointment form | 3, 8 | Government funding | 9 |
| externally funded..... | 13 | Government-funded training grants | 16 |
| graduate research..... | 15 | Graduate | |
| internally funded..... | 14 | assistantship appointment form | 3 |
| stipend | 7, 8, 13 | field | 1, 6, 8, 9, 11 |
| Award | 6, 8, 11, 13, 14, 16, 17 | field assistant (GFA) | 6, 8 |
| Award processing | 8 | research | 7 |
| Board of Overseers, Weill Cornell Medical College | | research assistantship (GRA) | 15 |
| (WCMC)..... | 9 | Graduate Field Assistant (GFA)..... | 6 |
| Board of Trustees..... | 1, 8, 9, 11 | Graduate School (Ithaca)..... | 1, 4, 5, 6, 7, 8, 9, 10, 11, 16, 17, 18 |
| Budget Office, University..... | 5, 8, 9, 12 | Registrar | 4, 5 |
| Bursar billing dates, Ithaca | 3 | Student Services | 4 |
| Bursar, Office of the | 4, 7, 8, 10, 11, 12, 17 | Graduate School Fields of Study Catalog..... | 3 |
| Business office..... | 4 | Grant..... | 1, 4, 5, 9, 11, 15, 17 |
| Code of Legislation of the Faculty, Weill Cornell | | Health insurance | 1, 8, 9, 13, 14 |
| Graduate School of Medical Sciences | 3 | Health Leave of Absence (HLOA)..... | 4, 5, 6, 10, 11 |
| Code of Legislation of the Graduate Faculty, Ithaca | 3 | Human Resources..... | 4, 8 |
| Contract | 1, 4, 5, 9, 15 | Immigration..... | 6, 7, 9 |
| Cost sharing | 15, 17 | In absentia | 9, 11 |
| account | 15 | petition | 3 |
| Course credits | 11 | International student..... | 4, 5, 6 |
| Credit hours | 10, 11 | International Students and Scholars Office (ISSO)... | 4, 6 |
| Dean..... | 1, 8, 9 | Item type..... | 4, 5, 6, 8, 13, 15, 17 |
| Degree | 1, 6, 7, 8, 9, 10, 11 | request form | 3, 17 |
| professional program..... | 10, 11 | requesting..... | 13, 17 |
| program | 1, 6, 7, 8, 9, 11 | J-1 Exceptions to Full Course of Study Requirements.. | 3 |
| Director of Graduate Studies | 6 | J-1 Full Course of Study Requirements..... | 3 |
| Graduate School (Ithaca)..... | 6 | Journal entry..... | 7, 13 |
| Early graduation option | 6, 10 | Leave of absence (LOA) | 3, 4, 5, 7, 10 |
| Effort certification | 13 | Leave upon completion of degree | 10, 11 |
| F-1 Exceptions to Full Course of Study Requirements.. | 3 | Loan..... | 11, 13 |
| F-1 Full Course of Study Requirements | 3 | Major sponsor..... | 7 |
| Fellowship | 6, 7, 8, 11, 13, 14, 15, 16 | Memorial Sloan-Kettering Institute..... | 18 |
| award..... | 11, 13, 16 | Non-degree | |
| external | 16 | application form | 3 |
| government-funded | 16 | student..... | 17 |
| sponsored-fund | 14 | study..... | 9 |
| stipend | 7, 14 | | |
| Financial aid | 4, 6, 8, 9, 11, 13, 14, 15, 17 | | |

POLICY 3.13

Graduate Tuition and Other Support

INDEX, continued

| | | | |
|------------------------------------|---------------------|---|--|
| tuition scholarship | 17 | Student Health Insurance Plan (SHIP) | 4, 6, 7, 10 |
| Non-disbursing aid | 13 | Student Health Insurance, Office of | 4, 6, 7, 10 |
| Object code | 13, 15 | Third-party sponsor | 11, 13 |
| Part-time study..... | 11 | Traineeship..... | 7, 8, 14, 15 |
| Payroll | 7, 8, 13, 15, 18 | appointment..... | 14 |
| Pooled account..... | 7, 12 | stipend | 7, 14 |
| Professional degree program | 10, 11 | Training grant..... | 7, 14, 17 |
| Program account | 12 | Tuition.. | 1, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 |
| Program director | 6 | adjustment | 11, 13 |
| Provost..... | 1, 8, 9 | aid..... | 1, 9, 13 |
| Registration..... | 1, 4, 5, 6, 7, 10 | award..... | 16 |
| unit..... | 6, 7, 10 | charge..... | 10, 11, 16, 18 |
| Research | | costs..... | 1, 4, 5, 9 |
| degree | 7 | credit | 11, 13, 18 |
| program | 9 | non-degree scholarship..... | 17 |
| Restricted endowment income..... | 17 | per-credit hour..... | 11 |
| Revenue | 1, 7, 12, 16 | prorated | 9, 10, 11 |
| allocation | 12 | rate..... | 1, 7, 8, 9, 11, 13, 18 |
| costs | 16 | revenue..... | 1, 7, 8, 9, 12, 16, 17 |
| offsets | 1 | revenue allocation | 12 |
| tuition | 1, 7, 8, 9, 16, 17 | revenue offsets | 1 |
| Scholarship | 11, 13, 18 | revenue sharing agreement..... | 7 |
| Special committee chair..... | 7 | support..... | 13, 17 |
| Sponsor | 16 | Uniform Administrative Requirements 2 CFR 200.3, 17 | |
| Sponsored | | University Policy | |
| agreement | 11, 15, 17 | 1.1, Cost Sharing | 3 |
| award | 13, 14 | 1.3, Graduate Student Assistantships | 3 |
| fellowship | 14 | 3.11, Effort Planning and Confirmation..... | 3 |
| funds | 15 | 7.1, Voluntary Leave of Absence for Students..... | 3 |
| Sponsored Financial Services | 4, 14 | Weill Cornell Graduate School of Medical Sciences | |
| Sponsored Programs, Office of..... | 4 | (WCGSMS)..... | 1, 6, 7, 9, 13, 15, 17, 18 |
| Stipend..... | 4, 7, 8, 13, 14, 18 | Code of Legislation of the Faculty | 3 |
| assistantship..... | 7, 8, 13 | Graduate School Office..... | 5, 18 |
| fellowship | 7, 14 | major sponsor..... | 7 |
| rates | 8 | Program Director..... | 6 |
| trainee | 7, 14 | Weill Cornell Medical College (WCMC) | 18 |
| Student activity fee | 1, 9 | Budget Office..... | 18 |
| Student Financials system | 13 | Finance Office..... | 18 |
| | | Grants and Contracts Accounting | 5 |