Graduate Assistantship Sponsored Tuition Remission Form

Email the completed form to Sponsored Accounting contacct@syr.edu and Grad Award Office [gradawd@syr.edu](mailto:gradawd@syr.edu)  \*Recommendation Form for Graduate Assistantships

Date:       Offer Accepted:\* Is the student registered:\* (\**Drop down box*)

Student Name: (last,first, middle)

SUID:      Assistantship type: \* Academic Career: \*

Nominating Dept and location code:     Paying Dept and location code:     Home Dept:

Is this the original form for this student? \* Revision#      Type of Revision: \*

\*\*Please noteIf student is NOT within your home school/college, or you are a non-academic office, you must receive approval from the student’s home school/college. Please attach an email from the authorized approver with this form.

Federal Funds:\* Project end date:**Please note: The end date of sponsored award must be later that the last day of the semester in which the student is awarded an assistantship. Forward funding must be approved by the funding department and processed though OSP in order to proceed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Fall\* | Spring\* | | |
| IJAN Completed & Approved? | **Do not send to OSA until done** | **Do not send to OSA until done** | | |
| Salary | $ | *( check box if same as fall)* $ | | |
| Chart String#1 | \*              \*\*                  Fund Dept Program Account Mycode Project Activity Budref | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if detail same as fall)* | | |
| Hours worked/week | \* | *( check box if same as fall )* \* | | |
|  | \*\*504256-Non-exempt GA; 503259- GA | | |  |
| Salary | $ | *( check box if same as fall )* $ | | |
| Chart String#2 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall)* | | |
| Hours worked/week | \* | *( check box if same as fall )* \* | | |
| If tuition is not 100% funded by a sponsored project, one of the program numbers below must be checked: | | | | |
| Check here if program 23938  (100% cost share) is used: |  |  | | |
| Check here if program 23939  (split tuition between project  and cost share) is used: |  |  | | |
| Check here if program 23940  (higher fringe benefit rate is  charged to project) is used: |  |  | | |
| Check here if department  chartring is used: |  |  | | |
| *Please note: Effective with new or continuing sponsored awards beginning after 7/1/2009, this information is provided on the OSP award brief and is titled “Institution Tuition Provided”. For awards prior to that date contact OSP or OSA for this information.* | | |  |  |
|  |  |  | | |
| Tuition credit hours #1 |  | *( check box if same as fall )* | | |
| Tuition Chartstring #1 | \*              \*\*  Fund Dept Program Account Mycode Project Activity Budref | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall)* | | |
|  | \*\* 562802 –if fund 13; 620761- all funds but 13 | | |  |
| Tuition credit hours #2 |  | *( check box if same as fall)* | | |
| Tuition Chartstring #2 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall)* | | |
|  |  |  | | |
| Tuition credit hours #3 |  | *( check box if same as fall)* | | |
| Tuition Chartstring #3 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall)* | | |

Student Name:

Comments:

|  |  |  |
| --- | --- | --- |
|  | Summer\* | |
| If tuition is not 100% funded by a sponsored project, one of the program numbers below must be checked: | | |
| Check here if program 23938  (100% cost share) is used: |  | |
| Check here if program 23939  (split tuition between project  and cost share) is used: |  | |
| Check here if program 23940  (higher fringe benefit rate is  charged to project) is used: |  | |
| Check here if department  chartring is used: |  | |
| *Please note: Effective with new or continuing sponsored awards beginning after 7/1/2009, this information is provided on the OSP award brief and is titled “Institution Tuition Provided”. For awards prior to that date contact OSP or OSA for this information.* | |  |
|  | \*\**Only complete sections that are different from fall/spring* | |
| Tuition credit hours #1 |  | |
| Tuition Chartstring #1 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall and/or spring)* | |
|  | \*\* 562802 –if fund 13; 620761- all funds but 13 | |
| Tuition credit hours #2 |  | |
| Tuition Chartstring #2 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall and/or spring)* | |
|  |  | |
| Tuition credit hours #3 |  | |
| Tuition Chartstring #3 | \*             \*\*  Fund Dept Program Account Mycode Project Activity Budref  *( check box if same as fall and/or spring)* | |

Comments:

Completed by:      x:      Authorized Signer:      x:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OSA comments:  Split code: |  |  |  |  | Item Type # |