

# Department of Nutrition Policy Document

Title: **TUITION REMISSION**

Date Approved: 3/26/2014

Date Last Review: 3/7/2014 (Full Prof)

Chair Signature: 



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## TUITION REMISSION

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### *Policy Statement*

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Each year the department gets a fixed allocation of funds from the Graduate School for tuition remissions (TR) that reduce out-of-state tuition costs to in-state rates.<sup>1</sup> The TR allocation covers both master and doctoral programs. It is up to the Department Chair to decide how to allocate the remissions between programs and all but one are normally provided to PhD students.<sup>2</sup>

Though it is very uncommon, in any given year, there may more non-resident PhD students admitted than there are TRs. Based on guidance from the Graduate School, in all likelihood, adequate TRs will be available to cover departmental needs as long as there is clear evidence of appropriate stewardship of departmental TR funding over time. Nonetheless, it is important that faculty considering sponsoring a student understand tuition costs may be at the higher out-of-state rate. Initial budgets and offer letters should account for the higher tuition scenario. Final support costs will be determined by a variety of factors including the number of students admitted, the amount of TR dollars available, student award funding, and the availability of training grant seats and other available funding sources. Faculty members can choose to limit financial commitments to covering in-state tuition only.

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### *Audience*

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Faculty members who sponsor, or are considering sponsoring a doctoral student.

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### *Purpose*

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To ensure faculty are familiar with the TR program so they can accurately plan and budget student sponsorship costs.

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### *Roles and Responsibilities*

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#### Department Chair

- Determine TR allocations based on input from the pertinent program committees. The Doctoral Program will normally get the vast majority of remission funding; however, the Masters Program is traditionally offered one TR.

- Coordinate with the Graduate School on special cases requiring additional remissions for either masters or doctoral students (e.g. Fulbright and Sanofi scholars).

Chair, Doctoral Program Committee – Allocate TRs based on the following criteria:

- All incoming first year non-resident PhD students.
- Fogarty Grant – A TR is provided to international PhD students on Fogarty funding, no matter how many years the student has been in the doctoral program. (This is already committed for a particular training grant and will not continue beyond the term of this grant).
- International PhD students not funded on Fogarty funds.
- Other students, who have demonstrated attempts to qualify for NC residency but have been refused, may petition the doctoral committee for consideration for a TR.
- Funding Notes:
  - A student's priority by the above criteria will be reduced if they already receive funding from external or internal awards in excess of \$5,000.
  - Some external awards do not cover full tuition. Thus, students and mentors should be aware that there can be a shortfall between the available awarded funds and full tuition coverage.
  - The budget for the NIH training grant covers 60% funding for tuition (or \$16,000 max). When budgeting we project that all students will be out-of-state. Thus, students and mentors should be aware that there might be a shortfall between available funds and full tuition coverage. Students who qualify for NC residency free up funds that will be used to decrease any other shortfalls for other students on the training grant.

#### Chair, Masters Program Committee

- Ensure the allocation of one TR per academic year.<sup>3</sup>
- Needs for any additional TRs should be discussed with the Student Services Manager, Chair of the Doctoral Program, and Department Chair if necessary.

#### Faculty Sponsoring Graduate Students

- Determine whether tuition funding will be promised at the in-state or out-of-state level and indicate this in the original offer letter and in the yearly guarantee of funding form.
- Assume responsibility for funding doctoral students per department policy and as specified in an offer letter.

- Ensure offer letters clearly outline funding support and are reviewed by the Department Manager prior to being sent to the Student Services Manager for review and forwarding to a student candidate.
- When formulating a budget to sponsor a student, note that the student receiving a TR is not automatic.
- Encourage eligible non-resident students to begin the process of establishing NC residency.

### Student Services Manager

- Coordinate TR funding with the Graduate School.
- Advise the Chairs of the Program Committees on the amount of TR that will be available and how many students could be covered.
- Ensure all non-international, non-NC resident nutrition students are informed they must apply for residency after their first year to be eligible to petition for a TR and provide incoming students with the information and criteria to establish residency.
- Review credentials of students being offered and ensure they meet enrollment criteria prior to forwarding a faculty member's offer letter.

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### ***Related Regulations or Policies***

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*The Graduate School Handbook* (updated August, 2013), <http://handbook.unc.edu/>

*Graduate School Policy on Tuition Remission and In-State Tuition Awards*, <http://gradschool.unc.edu/funding/basics/tuitionremission.html>

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<sup>1</sup> For example, in 2014 UNC gave the department an allocation of \$172,110, or enough to fund approximately 8 TRs (TRs for PhD students cannot be sub-divided).

<sup>2</sup> Distributions are at the discretion of the Department Chair based on recommendations from the Program Chairs

<sup>3</sup> Historically, the Chair allocates one TR to the MPH Committee, but it is at the discretion of the Chair. Also, depending on the situation, it can be difficult for the MPH Committee to use a TR because of the associated funding requirements.