Fee Remissions Funding Procedures

1. **Fee Remissions for Undergraduate Course TAs from Self-Supporting Degree Programs (SSDPs)**

   ➢ Due to how programs are setup for billing, SSDP students cannot be funded through the regular fee remissions process.

   ➢ The hiring departments will need to setup fellowships via Go.Grad for SSDP students in an amount equivalent to state-supported ASE/GSR fee remissions. The fellowship will post to sub 07 object 7505.

   ➢ Each school/division should collect all of the information from their departments and submit a consolidated request for reimbursement to APB before June 30th. The request must include ledger detail, a completed financial journal template with the full FAU account/cc- fund-sub-object where the SSDP TA fee remission fellowship was charged, and a completed SSDP TA student information form.

   ➢ The Grad Division will provide APB a list of TAs that did not meet the academic requirements needed to receive fee remissions. The fee remissions for these students will be excluded from what is funded centrally.

   ➢ APB will process a financial journal to move fee remissions to a funding source that will be transferred by APB.

   ➢ APB will process a TOF to fully fund the fee remissions.