

## Fee Remissions Funding Procedures

### **1. Fee Remissions for GSRs funded by 199XX special state funds (both one-time and perm/recurring line items)**

- Fee remissions funded by 199XX special state funds for GSRs that meet the academic requirements will be funded centrally.
- Central funding will not exceed 5.7% of the total award amount.
- In order to isolate these costs on the ledger, each special state fund line item must work with APB to identify a unique project code to which to charge each GSR. This will enable APB to run a ledger report on total fee remissions for each line item. The only exception is if your funding is on a unique 199XX fund. This will be effective FY24.
- The designated fund manager for each line item should collect all of the information on GSR fee remissions funded by the line item 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 where the fee remissions was charged, and a completed GSR student information form.
- The Grad Division will provide APB a list of GSRs 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 from 199XX special state funds to a funding source that will be transferred by APB.
- APB will process a TOF to fully fund the fee remissions.