PURPOSE
To communicate the availability of tuition waiver benefits for UIC graduate assistantships and to define the criteria for determining eligibility of UIC graduate assistants for participation in the tuition waiver benefit.

SOURCES AND BACKGROUND
The General Rules Concerning University Organization and Procedure

APPLICABILITY
UIC graduate students enrolled with the Graduate College who hold an assistantship appointment between 25% and 67% time for three quarters of the semester.

POLICY
A graduate student is eligible for a tuition waiver (excluding assessed differentials) if employed between 25% and 67% time for at least 91 calendar days in each semester or 41 calendar days during the summer session beginning with the week before instruction begins through the last day of final exams. The 91 or 41 calendar days are based on a period of from one week before to the beginning of instruction through the last day of final examinations. Graduate students holding appointments of less than 25% or more than 67% time during the spring and fall semesters are not eligible for a tuition waiver. A tuition and fee waiver held during the spring semester will extend through the summer session unless an appointment held during the summer session exceeds 67% time.

PROCEDURES

RESPONSIBILITY
1. Hiring Official
2. UIC HR Service Center

ACTION
Verifies eligibility of student through the Graduate College registration. Prepares assistantship appointment materials based on the policy guidelines and submits appointment with required documents to the UIC HR Service Center.
Reviews appointment for accuracy and appropriate documentation and processes
Tuition Waiver for Graduate Assistantships

Appointment into the pay system for pay purposes and for credit of the amount of the tuition waiver.