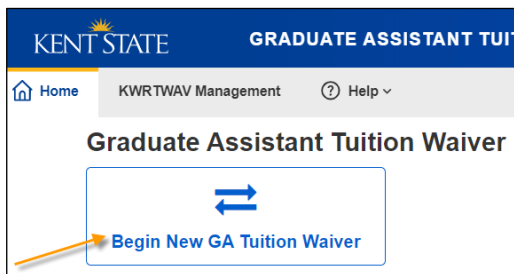


1. Start a **Graduate Assistant Tuition Waiver** by clicking the **Begin New GA Tuition Waiver** button on the Home page.



2. Type in the **Student's Kent State ID** or **Flashline Username** and select the student from the dropdown list. Only current active graduate students will be returned in the list.

3. Select the **Term** the student will be receiving the Tuition Waiver. **NOTE:** The workflow will only display the current term and the next available term.

4. If the student has no conflicts for the term in question, then you will see the thumbs up 'No existing conflicts' and the **Next** navigation bar will be activated.

5. If a student has a conflict, a message will display, and **the conflict must be cleared before you will be able to submit a tuition waiver.**

### Interpreting the Conflict Messages

#### An Employee Record Conflict has been detected!

The student does not have a Graduate Assistant Employee record in Banner. It will list if it is a part-time faculty, employee or student employee record or no record at all.

**Course of Action:** You will need to submit a Graduate Assistant Role Form to Academic Personnel for this position.

#### An Existing Waiver has been detected!

The student has an existing waiver recorded for the term in question. It will list if it is a Faculty/Staff waiver or a Graduate Assistant Waiver.

**Course of Action:** You will need to contact the student to gather more information and determine if the existing waiver is correct.

6. On the Tuition Waiver screen, select the appropriate information for the student's graduate assistantship.
  - a. *Tuition Only or Tuition and Stipend*
  - b. Select the **Waiver\*\* see notes section\*\***

- c. **Add Waiver**

**Added waiver** - if out of state student then surcharge code will also display

#### Waivers to be added:

Code	Description	Surcharge	Description	
405	Grad Assist Fee Waiver 5 Hr			<a href="#">Remove</a>

7. Select the **Index Code** from which the Graduate Assistantship will be paid by typing it in and selecting from drop-down list.

**Budget Information**

Index Code \*

410835: HMWF: Primary production in Huron

If charging to a **grant** the student must have an active job in the system (completed and applied ePAF)

**NOTE:** If you need to allocate the waiver to more than one index, a GA Tuition Waiver Multiple Index form will need to be filled out after you submit the electronic workflow. **The controller's office will not process until the waiver has been posted in Banner.** You will find the form here: [Academic Personnel - DocuSign Forms](#)

**\*\* Changes to a grant index require you submit the Cost Transfer Workflow.**

8. When all fields are filled out correctly, you will **SUBMIT** the waiver request and receive confirmation that it has been submitted successfully.

Waiver Submission Success!

The request for **Regina Strassman** has been submitted.

You will receive an email at [rlstrassm@kent.edu](mailto:rlstrassm@kent.edu) when updates are made to this workflow.

[Return Home](#) [Submit Another Workflow](#)

### Routing / Notifications

- An FYI notification will be sent to the department head associated with the index.
- If the waiver is allocated to a grant index, the workflow will route to the principal investigator for approval.
- Academic Personnel (and the Principal Investigator) will be able to return the workflow to the initiator if there is an issue, where the initiator can then correct and resubmit.
- Email notifications are generated for returned, cancelled, and completed workflows.

### Updating an Index

1. If an index needs to be changed for a workflow already completed and approved for the current or future term, the initiator will be able to select **Update Index** on the Home Page.

**\*\* Changes to a grant index require you submit the Cost Transfer Workflow.**

KENT STATE GRADUATE AS

[Home](#) [Update Index](#) [Help](#)

2. Type in the student's **Kent State ID** and select **Update Index** next to the correct term.
3. In the pop-up window, type in and select from the drop-down list the new index and select Continue. An email will be triggered to the Controller's office and Academic Personnel.

it to update the index on the following record. Once completed, this action cannot be

KSU ID

First Name

Last Name

Term

Index

[Cancel](#) [Continue](#)

### \*\* NOTES \*\*

- **You will only be charged for the number of hours for which the student is registered.** If you select a 12-hour waiver, but the student only registers for 6, you will only be charged for 6.
- **The system does not allow for changes to the number of hours waived;** therefore, unless you are limiting the number of hours you will allow, you should choose a higher waiver.
- **The system allows up to 3 waivers to be added;** therefore, if you have a student who may be moving into Thesis or Dissertation level you should add that waiver as well as the regular hours.