

Graduate Assistant Lists and Invoicing

Graduate Assistant lists are emailed to departments in July for the Fall term, and November for the following Spring term.

Graduate Assistant list should only include those students that:

1. Will have tuition paid on their behalf
2. Have confirmed acceptance
3. Have been appointed on HR Oracle.

This includes all students who will have tuition paid from department accounts, grants, and/or the Graduate School.

If you are NOT paying for a students' tuition DO NOT include that student on the list.

Listing students who might be graduate assistants could adversely affect their financial aid eligibility and could cause the processing of an incorrect Student Statement of Account and errant refunds sent to the student.

To ensure your list is processed timely and efficiently please keep the following guidelines in mind:

On Your Original List (Initial list sent in)

- The top portion of the list should be filled out completely
 - If top portion is incomplete, it will be returned to the department
 - Please give campus delivery address
- **Include the CSU ID # ONLY** **No SSN#'s**
- Include the **full student name** as it appears on ARIES (no nick names please)
- **Amount of tuition to be paid** (check **ONE** of the columns or type in dollar amount)
 - Full Tuition (Full amount of tuition assessed regardless of the residency status.) paid from department accounts, grants or the Graduate School.
 - 50% Tuition (50% of the tuition assessed regardless of the residency status.)
 - Amount (Enter a dollar amount) This column needs to be \$ amount only
- All Graduate Assistants (GRA, GTA, GSA and Vet Med Residents) should appear together on one list.
- All Fellows and Trainees should be submitted on a separate list.
- Send your lists directly to Charlotte Shanahan, Accounts Receivable Operations, 555 S Howes Street 110, 6024 Campus Delivery. The lists can also be faxed to 491-2452 or sent by e-mail to Charlotte.Shanahan@colostate.edu

Additions/Changes/Deletions to the original list should be done as soon as you know about them to prevent errant billing and refunds.

Invoicing takes place about 10 days after add/drop (Census) and invoices are due in the Graduate School within 2 weeks, usually mid-October for Fall term and mid-March for the Spring term.

Summer term: Graduate Assistant Lists are not used for the Summer term. Please use a DPSA form instead.

DPSA (Department Payment to Student Account) form is to be used to make the tuition payment for any student whose name was not submitted on the lists. E-Mail Janet.Fox@colostate.edu with questions on this form. The DPSA form can be found on our website under Business & Financial Services/Accounts Receivable/CSU Department Resources or via [this link](#).

DPSA forms paying tuition will not be processed until after the invoicing process for the fall and spring term unless there is a special situation. Contact Charlotte Shanahan 1-6735 or Janet Fox 1-6663 if questions arise.

* Note

A Graduate assistant's student account will show a credit of tuition for the amount of the tuition your department will pay, as indicated on the Graduate Assistant List. This credit is a **transfer** of the charges from the students account to the account for the Department. The tuition charges are not considered paid until the completed blue invoice is returned to Accounts Receivable Operations and the journal entries are processed. If the student has other questions about their student account, please refer them to Student Financial Services (SFS) 103 Centennial Hall, or the student can call SFS at 491-6321.

Department Invoicing:

The invoice(s) for your department, list the graduate assistants and the amount of the tuition the department and/or the Graduate School is to pay. Please review the invoice and verify that you are responsible for those students listed.

- Enter the amount of tuition for which your department is responsible.
If a student listed qualifies for the Graduate School **Tuition Premium**, fill in only the amount that your department is responsible for on the first line and **write “TP” to the left of the student’s PID number**. The Graduate School will fill in the tuition premium amount and fund number on the second line for those that qualify.
- The acceptable object codes are:
 - GRA 6662 GSA 6665 – Resident
 - GTA 6663 – Resident GSA 6666 – Non Resident
 - GTA 6664 – Non Resident
- The person responsible for the Kuali fund number(s) used must sign the invoice.
- From the information provided, the necessary entries will be processed in KFS.

If you pay less than the amount listed in the “Amount Billed” column, please understand that the student’s account will be charged back for the difference (except in cases of tuition premium as long as the Graduate school pays the full amount).

- **DO NOT include fee amounts** in the “Amount Paid” column
- **DO NOT add students** to the invoice. Use a Department Payment to Student Account (DPSA) for all students not listed on the invoice.
- **If you are denying an amount billed, or changing the amount that you will pay, please put an explanation with the invoice.** Please let Charlotte know as soon as possible by e-mail so she can correct the student’s account.

Please take the time to complete the form(s) promptly and return by the due date. Also, if there are other payments that need to be made by DPSA, please make them as soon as possible. We will need time for the verification, approval, and entry of this data in order to meet the deadline for the student’s next monthly Statement of Account.

All invoices must have the KUALI fund numbers, object codes and amounts filled in. The invoice will be returned to you if not properly filled out.

If you have any questions, please contact Charlotte Shanahan in the Accounts Receivable Office at 1-6735 (this is her personal line, please don’t give it out to the students), or Ludy Avalos in the Graduate School at 1-3158.