

# GRADUATE STUDENT TUITION & FEE PAYMENT FORM (SGA-2G & 1G) GUIDE

## PURPOSE

To process tuition and fee payments (full or partial) for all graduate students. For example, department/grant-funded assistantship waivers, graduate fellowships and scholarships, or to cover the cost of additional/miscellaneous tuition and/or fee waivers. The SGA-1G form is used to correct any information on a previously processed SGA-2G form.

## FORM LOCATION

Graduate School's SGA-2G/1G webpage: <https://web.uri.edu/graduate-school/sga2g1g-online-portal/>

## DEPARTMENT'S ROLES & RESPONSIBILITIES

### Form Filler (Initiates form) Role:

1. Submit the SGA-2G form with correct student information, payment details and Chartfield String, and confirm that funding is available and in correct budget categories.
2. Designates **Department Authorization** and **Secondary Authorization, if applicable** signers. Confirm signers have signature authority on the respective Chartfield String.

### Participant 2: Department Authorization Signer Role

To confirm student information, fee payment details and Chartfield Strings are accurate and that funding is available. Electronically sign form.

### Participant 3: Secondary Authorization, if applicable, Signer Role

This role is optional, but can be an additional signature if the department/college/division requires two signatures. To confirm student information, payment details, Chartfield Strings are accurate with funding available; authorized signatory if necessary. Electronically sign form.

### Department Submission Process:

Once the department authorization signer and, if applicable, secondary authorization signer have signed the form, all parties will receive the final signed version from Adobe. The signed SGA-2G form must be uploaded to either the Graduate School's [Assistantship Contract Portal](#) (SGA-2G forms that are part of the assistantship contract packet) or the [SGA-2G/1G Portal](#) (non-assistantship payments and SGA-1G forms).

### Rename the SGA Form to the following format:

**Last Name, First Name Student ID number (Example: Smith, Jane 100123456)**

*Once the SGA-2G/1G has been submitted to one of the portals, the form will enter the Post-Submission Workflow (see next page for workflow approval order).*

# POST-SUBMISSION WORKFLOW

**NOTE: Discrepancies found within the form will result in outreach to the Department Contact Person for amendments and/or re-submissions.**

## **1st Approval: Graduate School**

1. Confirm student name and ID number
2. Confirm residency status
3. For assistantships: confirm accuracy of waiver amount(s), semester(s), and student information matches assistantship contract
4. Electronically sign form
5. Forward SGA-2G/1G through workflow (fund-dependent)

## **2nd Approval, URI Foundation or OSP (Fund-Dependent):**

### **URI Foundation (*Fund 401 only*)**

1. Confirm the Fund 401 Scholarship name, if applicable
2. Confirm the Fund 401 Chartfield String is accurate
3. Confirm tuition and fee payments are allowable on the respective funding source
4. Confirm funding is available in the respective Fund 401 Chartfield String
5. Confirm form is signed by an approved signatory
6. Electronically sign form
7. Forward SGA-2G/1G to Enrollment Services

### **Office of Sponsored Projects (OSP) (*Fund 500 only, or CFS with project number*)**

1. Confirm the Fund 500 Chartfield String is accurate
2. Confirm the tuition and fee payments are allowable on the respective funding source
3. Confirm funding is available in the Fund 500 Chartfield String in the correct budget lines
4. Confirm all fields with project numbers have been reviewed.
5. Confirm form is signed by an approved signatory
6. Electronically sign form
7. Forward SGA-2G/1G to Enrollment Services

## **3rd Approval: Enrollment Services**

1. Review SGA-2G/1G form to ensure all fields are completed
2. Confirm student enrollment matches that provided on SGA-2G form
3. Post payments in PeopleSoft eCampus
4. Maintain record of fully executed SGA-2G/1G

# COMPLETING THE FORM FIELDS

## Section 1: Student Information

Student's First Name: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_ URI ID #: \_\_\_\_\_

Residency Status (select one):      In-state      Out-of-state      Regional

Semester(s) to apply the funding to:  
**\*NOTE: If multiple semesters are selected, the total waiver amount will be divided equally between the semesters.**

Fall & Spring \_\_\_\_\_      Fall \_\_\_\_\_      Spring \_\_\_\_\_      Summer \_\_\_\_\_  
*(indicate years)*                      *(indicate year)*                      *(indicate year)*                      *(indicate year)*

Type of Funding:  
Graduate assistantship waiver:    Research Assistantship    Teaching Assistantship    Administrative Assistantship  
Payment for non-assistantships:    Department Justification  
*(List scholarship/fellowship)* \_\_\_\_\_

Appointing College/Department/Division: \_\_\_\_\_

Department Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student's First Name:** < enter student's first name >

**Student's Last Name:** < enter student's last name >

**URI ID#:** < enter 9-digit student identification number >

**Residency Status:** <select appropriate residency status>

**Semester:** <select appropriate semester(s) for award and indicate the year>

Please note: If multiple semesters are selected, the total waiver amount will be divided equally between the semesters selected.

**Type of Funding:** <Select if payment is towards a graduate assistantship waiver or payment for non-assistantships>

**Graduate assistantship waiver:** <select type of assistantship>

**Payment for non-assistantships: Department Justification for Waiver Payment:**

<provide explanation for waiver payment>

*Examples (not all inclusive): Health Waiver; Tuition Payment & Fees; Fullbright Recipient; Debt to Pay Fee Balance*

*Fellowship/Scholarship Name: (Examples (not all inclusive): NSF; GRFP; NASA Space Grant; Cybersecurity Grad. Scholarship; Dean's Future Fund; Walter Schmidt Grad. Fellowship*

**Appointing College/Department/Division:** < enter name of college, department, or division that is preparing the form >

**Department Contact Person:** < enter the name and telephone number for the individual to be contacted if there is a question or error with the form >

## Section 2: Use of Graduate Research University Supplement

### USE OF GRADUATE RESEARCH UNIVERSITY SUPPLEMENT

Only research assistantships with specific grants on Fund 500 or 401 may allow for university supplement. **Please note:** The university will provide the tuition supplement to graduate students who are supported by external grants and enrolled in thesis or dissertation-based programs. Exceptions can be granted by the Dean of the Graduate School on a case-by-case basis.

Tuition Supplement CFS: 6584-100-0000-6028

## Section 3: Tuition and Fee Payment Information

ACCOUNT	FUND	DEPT #	PROGRAM	PROJECT	WAIVER AMOUNT	DESCRIPTION Please describe award purpose; indicate if being used as match

**Account:** <select the appropriate 4-digit account code under which the waiver amount will be charged>

**Note:** *The SGA-2G form should not be submitted until sufficient funding is in place in the respective budget category.*

Account Code	Account Description	Fund 500	All Other Funds
6583	Graduate Assistant Fee Waiver <i>(includes Health Waiver for non-assistantships)</i>	SCHOL2	GRADAID
6584	Grad Stud Asst & Fellowships <i>(Tuition)</i>	SCHOL2	GRADAID
5203	Grad Fellowship Stipends		OTRNTPY

**Fund:** < enter Chartfield String fund number >

**Department:** < enter Chartfield String department number >

**Program:** < enter Chartfield String program number >

**Project:** < enter Chartfield String project number, if applicable >

Note: If university supplement is applicable and is being used as cost share to a grant, include the project number in the tuition differential line (i.e. 100-0000-6018-PROJECT)

**Waiver Amount:** < enter waiver amount for the respective line >

Reference the Graduate School website "[Cheat Sheet](#)" for assistance with determining tuition waiver and health fee information, as needed.

If multiple semesters are chosen, the waiver amount listed above will be split into equal payments for each semester unless otherwise stated in the description. For example, if each term is a different amount, each amount must be on a separate line and term specified in the description.

**Description:** < enter description for the respective line >

*E.g.: Spring '25 Fees; Tuition Differential; % of Fees per GAU Contract; ABD; Health/Dental; Dept. Overhead Dean's Pledge; Standard Fee Waiver; Fall '24 Tuition*

## Section 4: Signatures and Approval

WORKFLOW APPROVALS		
Graduate School Approval Signature:		
Foundation (Fund 401 Only) Signature:		
Office of Sponsored Projects (Fund 500 Only) Signature:		
Does the grant allow for university supplement? (Account 6584 only)	Yes	No
Enrollment Services Notes:		

1. Department Authorization & Secondary Authorization (**per department/college/division guidance**)
2. Graduate School (all funds)
3. Fund-dependent:
  - a. Foundation (Fund 401 only)
  - b. Office of Sponsored Projects (Fund 500 only, or chartfield string with a project number)
4. Enrollment Services

## Additional Information

### External Fellowship Stipend

External Fellowship stipend payments for graduate students are processed via invoice vouchers and need the following supporting documentation: Fellowship/Stipends/Participant Support Payment Characterization Checklist, copy of grant award or other documentation to support the purpose of payment.

### Fellowship Tuition and Fee Payments

Fellowship tuition and fee payments for graduate students are processed via the SGA-2G. A copy of the grant award or other documentation to support the purpose of payment can assist in facilitating the workflow approval process.

### Graduate School's Cheat Sheet & Hiring Department Resources

The cheat sheet is a quick guide for hiring departments that includes waiver amounts, stipend rates, and dates for processing assistantships. The hiring department resources webpage has general information and resources on hiring graduate students on an assistantship as well as other hiring options. [Click here to view.](#)

### Residency Status

Due to FERPA guidelines, access to student information is limited. It may be possible for colleges/divisions to request access to "Residency Status" indicators to confirm a student's residency for the purposes of form completion. [Click here for the request for security access form through Enrollment Services.](#)