Policy for Graduate Assistant Payment of Segregated Fees  
(pilot policy in place for spring term 2013 and fall term 2013)

Goal: To allow graduate assistants (RA, PA, TA, LSA) to have three paychecks each term to use toward payment of segregated fees.

1. The due date for segregated fee payments is the Friday of the third week of classes (for fall 2013, September 20).

2. A late fee of $100 is deferred and will only be levied if segregated fees are not paid in full by the first Friday after the third graduate assistant paycheck of the term (December for fall term and April for spring term).

3. Holds on academic records and enrollment will be placed if segregated fees are not paid by the end of October for fall term and near the end of March for spring term (specific dates vary based on Registrar's Office requirements).

4. On email request, graduate assistants will be allowed to enroll and/or get transcripts if students have paid at least 2/3 of their segregated fee balance due, and owe no other past due balance to the Bursar’s Office. Normal payment clearing periods will apply for students who have paid with bad checks/epayments in the past. Requests to adjust the enrollment/records hold will be accepted after enrollment/record holds have been placed by the Bursar’s Office and until the first Friday in December for fall term and the first Friday in April for spring term, at which point full payment is due for hold release. The process for making these requests will be posted on the Bursar website.

5. Segregated fee bills will continue to show standard campus due dates (September for fall term and February for spring term due to system limitations. However, the Bursar’s website will provide details of this graduate assistant segregated fee payment policy, including the procedure for requesting hold adjustment for 2/3 payment. In addition, the Office of Human Resources will work with schools, colleges and divisions to include language informing TAs, PAs, RAs and LSAs of this policy in appointment letters.

6. This pilot payment arrangement will be reviewed after spring term 2013 and fall term 2013 to see how well it is working for graduate assistants and for the Bursar’s Office. This policy is in effect for fall and spring terms only. Segregated fees will be due as billed for summer term.