



MEMORANDUM

TO: Washington State University Staff
FROM: Mayra J. Garcia Rodriguez, Area Finance Manager
SUBJECT: Waiver Options for Graduate Assistantship Processing

Below are helpful graduate assistantship waiver options for processing Workday Actions. Do refer to the [Workday Assistantship Processing Reference Guide](#) for up to date and specific Workday functionality.

Grad Assistantship Job Profile & Waiver Codes				
Job Profile	Allowable Waiver Options by Fund and Job Profile			
	<u>Operating Fee Waiver (OFW)</u> FD001/FD076/FD080	<u>Qualified Tuition Reduction (QTR)</u> FD043/FD44/FD085+ others allowing tuition	<u>All But Dissertation (ABD)</u> FD043/FD44/ FD085 with Approved ABD Application	<u>No Waiver or Nonresident Only (NR)</u> Various
9901 – Teaching Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	–	–	NR 1/2NR blank
9903 – Research Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank
9904 – Project Assistantship	–	–	–	NR 1/2NR blank
9905 – Staff Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	–	NR 1/2NR blank
9906 – Veterinary Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank



Waiver Code	Waiver Description
OFW	Operating Fee Waiver for a resident student
OFWNR	Operating Fee Waiver & Non-Resident Waiver for a non-resident student
1/2OFW	½ Operating Fee Waiver for a resident student
1/2OFW 1/2NR	½ Operating Fee Waiver & ½ Non-Resident Waiver for a non-resident student
QTR	Qualified Tuition Reduction for a resident student
QTRNR	Qualified Tuition Reduction & Non-Resident Waiver for a non-resident student
1/2QTR	½ Qualified Tuition Reduction for a resident student
1/2QTR1/2NR	½ Qualified Tuition Reduction & ½ Non-Resident Waiver for a non-resident student
ABD	All but Dissertation Tuition Waiver
ABDNR	All but Dissertation & Non-Resident Waivers
NR	Non-Resident Waiver (most often for title code 9904)
1/2NR	½ Non-Resident Waiver for a non-resident student
NURS	Nursing Operating Fee Waiver for a resident student
NURSNR	Nursing Operating Fee Waiver for a non-resident student
SSW	Summer Session Waiver
QTRS	Summer Session Qualified Tuition Waiver

Additional Notes during the Academic Year:

- ❖ Full waivers are applied to Graduate Assistants who are on appointment 50%FTE, ½ Waiver are applied to those appointments > 25% FTE or <49% FTE
 - Split appointment shall include comments clarifying their combined FTE and waiver combos.
- ❖ Non-Resident (NR) waivers are provided for up to two (2) academic semesters for domestic nonresident students beginning the academic program in the fall term.
 - *Students are expected to establish [Washington State Residency](#) after one (1) year.*
 - *International students are provided a nonresident tuition waiver with their assistantship appointment throughout their academic career.*
- ❖ OFW waivers apply to positions supported by fund-type FD001/FD076/FD080 only
- ❖ QTR are applied to positions supported by extramurally funded programs FD043/FD44/FD085+ others allowing tuition
- ❖ Job Profile 9901 may only receive an operating fee waiver (OFW & OFWNR)
- ❖ Job Profile 9904 may only receive non-resident (NR) waiver. ASEs appointed to this job profile must receive a pay rate equal to the appropriate salary level plus the operating fee portion of tuition. The ASE will be responsible for payment of tuition to the University.
- ❖ Job Profiles 9905 and 9906 may request a commitment allocation of Flex Waivers with justification when the position’s funding is not FD001/FD076/FD080.
- ❖ Job Profile 9903 may have variations of waiver options, including Flex Waiver options when combined with a commitment support.
- ❖ ABD tuition waivers are contingent upon approved application and eligibility criteria as stated in the [ABD Waiver Program](#).