Tips for successful preparation of the tuition abatement form (F9.15)

Tip #1 Understand the system

• Two equal payouts one in the fall and one in the spring.

• The Award amount and the payout amount are not the same.

• Payout is prorated based on the number of credits taken.
  • 1-5 credits pays 33% of the amount awarded
  • 6-8 credits pays 67% of the amount awarded
  • 9 or more credits pays 100% of the amount awarded
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Tip #2  Track the critical information

- What do you intend to pay?
- How many credits is the student taking?
- Continue to monitor graduate student enrollments
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Tip #3 Override the system as needed

- If a student changes the number of credits they are taking, submit a change request.

- If the fall payout and the spring payout are different, submit the form based on the fall requirements and then submit a change request based on the spring requirements.

- May need to submit a FALL ONLY or SPRING ONLY request.
Tips for successful preparation of the tuition supplement form (F9.15)

Tip #4 EXPLAIN, EXPLAIN, EXPLAIN

• For anything unusual take advantage of the comments section on the form. Let the Financial Aid office know what you are trying to accomplish.

• Make all comments on the form to ensure that your instructions move through the system with the form.
Tips for successful preparation of the tuition abatement form (F9.15)

Tip #5 Simplify the math

- Find a tool that works for you.
- If you consistently provide a set amount a chart may be sufficient.
- We designed a calculator to maximize flexibility
Enter Target Payout (Per Semester):

Enter Credits Taken (Per Semester):

Award Amount (Per Semester):

Annualized Amount
(To be used on form F9.15)

Enter the amount of funding you want to provide.
GA Tuition Supplement Calculator

Enter Target Payout (Per Semester): 2500

Enter Credits Taken (Per Semester): 6

Award Amount (Per Semester): $0

Annualized Amount
(To be used on form F9.15) $0

Enter the number of credits the student is taking.
GA Tuition Supplement Calculator

Enter Target Payout (Per Semester): $2,500

Enter Credits Taken (Per Semester): 6

Award Amount (Per Semester): $3,731

Annualized Amount
(To be used on form F9.15)

$7,462

The calculator automatically provides the semester award and the annualized award for the form.