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Piotr Piotrowiak, Senior Vice Chancellor for Research & Collaborations

To: Deans, Faculty

From: Piotr Piotrowiak, SVC for Research & Collaborations

A handwritten signature in black ink, appearing to read "Piotr Piotrowiak".

Date: February 11, 2022

Re: **Tuition Reimbursement for PhD Students Supported by External Grants**

In order to better align the graduate tuition reimbursement process with the budgeting cycle and accounting practices of the University, all requests for graduate tuition reimbursement have to be placed within the respective semester, with the following deadlines:

Fall semester	November 30
Spring semester	April 30

For example, requests for graduate tuition reimbursement for Spring 2022, have to be placed no later than April 30, 2022 to allow payments to clear and accounting to post.

The program remains otherwise unchanged and offers reimbursement for up to 9 (nine) credit hours per semester, provided that the student's GA salary and medical benefits are at the level consistent with the AAUP contract and are fully covered by an external grant.

Please, contact Ms. Lisa Condobery lisaj@newark.rutgers.edu for assistance with submitting the reimbursement request and any questions regarding the program.