

Identification, Notification, and Reimbursement Procedure For Research Graduate Health and Recreation Center Fees

Fees paid on behalf of a student are to be used in calculating federal financial aid award eligibility and, therefore, must be ascribed to a student's billing account¹. **Research Graduate** students whose fees are funded by the Office of Graduate Studies and Research (OGSR), or funded by another institutional entity, are to have the fee recorded on their student account upon utilization of the facility.

The OGSR routinely funds the cost of health and/or recreation fees for *eligible* students in the **Research Graduate** status.² The following describes the process the OGSR will use to reimburse the accounts of *eligible* **Research Graduate** students that are charged health and/or recreation fees. However, though this procedure was developed specifically for use by the OGSR for the payment of **Research Graduate** fees, all A&S departments/programs are required to adhere to these procedures when funding the cost of a student fee through any institutional index, i.e., state, grant, contract, F&A [indirect costs], or private funds.

Procedure

HEALTH CENTER FEES [FY07: \$116.50/semester]

1. At the beginning of each semester, the OGSR will send a copy of the "Consent for Release of Information" (ROI) form to the departments/programs. Departments/programs are responsible for notifying funded **Research Graduate** students that an authorized original ROI form must be submitted to the Health Center upon use of the facility.³
2. No later than the first week of classes during the fall and spring semesters, each department/program's finalized list of **Research Graduate** students must be submitted to the OGSR registrar. Departments/programs must indicate which students are eligible for funding of Health Center fees through their department/program. The OGSR registrar will determine which of the **Research Graduate** students on the submitted list are eligible for funding through the OGSR and will notify departments/programs.⁴
3. The OGSR will provide two separate lists of funded **Research Graduate** students to the Health Center.
 - One list will include students eligible for funding through the OGSR.
 - One list will include students eligible for funding through their department/program.
4. The OGSR will send a memo to each **Research Graduate** student whose tuition is funded by the OGSR informing them that the OGSR will pay the necessary fees associated with the Health Center, if so used by the student. Attached to the memo will be a copy of the ROI form explaining the student's responsibility for submitting this form to the Health Center upon utilization of the facility.
5. On or about the third week in the months of Sept. – Dec., Feb. – May, and July, the Health Center will submit a list of students who were seen at the Center for the first time during the semester, and whose student account is to be billed [and who have on file at the Health Center a signed ROI].
 - A list will be sent to the OGSR for students funded through the OGSR.
 - Separate lists will be sent to each of the departments/programs for students funded through the departments/programs.
6. The OGSR will submit a spreadsheet to Financial Aid and the Bursar's office identifying students who are to receive a scholarship through the OGSR. The spreadsheet will provide student name, W&M ID, and index/account to charge. Department/programs are responsible for independently submitting their own spreadsheet list to Financial Aid and the Bursar's office for students that the department/program is funding.

7. Disbursement of the scholarship to the eligible student account will be made by Financial Aid using the index(es) provided on the spreadsheet sent by the OGSR [and the departments/programs].

RECREATION SPORTS FEE [FY07: \$56/semester]

1. No later than the first week of classes during the fall and spring semesters, each department/program's finalized list of **Research Graduate** students must be submitted to the OGSR registrar. Departments/programs must indicate which students are eligible for funding of Recreation Center fees through their department/program. The OGSR registrar will determine which of the **Research Graduate** students on the submitted list are eligible for funding through the OGSR and will notify departments/programs.⁴
2. The OGSR will provide two separate lists of funded **Research Graduate** students to the Recreation Center.
 - One list will include students eligible for funding through the OGSR.
 - One list will include students eligible for funding through their department/program.
3. On or about the third week in the months of Sept. – Dec., Feb. – May, and July, the Recreation Center will submit a list of students who used the Center for the first time during the semester, and whose student account is to be billed.
 - A list will be sent to the OGSR for students funded through the OGSR.
 - Separate lists will be sent to each of the departments/programs for students funded through the departments/programs.
4. The OGSR will submit a spreadsheet to the Financial Aid and Bursar's office identifying students who are to receive a scholarship through the OGSR. The spreadsheet will provide student name, W&M ID, and index/account to charge. Department/programs are responsible for independently submitting their own spreadsheet list to Financial Aid and the Bursar's office for students that the department/program is funding.
5. Disbursement of the scholarship to the eligible student account will be made by Financial Aid using the index(es) provided on the spreadsheet sent by the OGSR [and the departments/programs].

¹ Fees paid on behalf of a student are disbursed to the student's account as a "scholarship".

² *Eligible* research graduate students are defined by the OGSR as students whose tuition is funded by the OGSR.

³ To comply with the Health Insurance Portability and Accountability Act [1996] (HIPAA), consent of the student to release their name to others in intra-institutional units, [e.g. Financial Aid, OGSR, Bursar's Office] is needed to provide disbursement of the scholarship to the student account.

⁴ Research Graduate students ineligible for funding through the OGSR may have their fee(s) funded through the department/program. If the department/program chooses to fund fees, they must provide a charge index to the Recreation and/or Health Center. If departments/programs will not fund the fee(s), the student accepts responsibility for the charge.