

## Guidelines for submitters of graduate RA/TA contracts in OnBase for Spring 2021.

(Please also refer to the attached Sample contract PDF showing how the actual RA/TA form is impacted.)

### A. Submitting contracts for Spring 2021:

The form will look and function similarly to the Fall 2020 version with these exceptions:

- The former **Student Charges section** will not appear
- The former **Tuition Fellowship** section (differential tuition) will not appear.
  - Differential tuition will be applied by the Bursar's office if you select that the student is eligible, but the specific dollar amount won't display on the form.
- In the **Amount to Charge Department** section, (formerly named **Tuition Rate to be Paid**), you should make your selections based on what the department/PI will pay. For example, for an international student, the department/PI pays *Resident* tuition since the student is eligible for the differential award.
- - The None/Manual entry option can be used for any students who should receive a non-standard tuition amount
  - Standard values for 2021 fees, insurance and tuition (resident/non-resident; reduced/full registration) will **auto-fill**; customized values may be entered
  - manually
  - **FYI, 2021 values for fees and insurance:**
    - Base Fees: \$1175
    - International fee if student is in FIRST semester: \$60
    - Insurance for Continuing Students: \$1225
    - Insurance for Spring Start students: \$1423

\*Please use the Notes section in a contract to describe relevant individual student circumstances, any updates you have made. etc, as this will help other offices/staff when they view the form.

\*Please contact OGS ([jsbriggs@mines.edu](mailto:jsbriggs@mines.edu)) with general questions and please submit an ITS Help Ticket for specific OnBase questions:

<https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=35984>

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\*Thank you!