

OGS April 2025 Instructions for Summer RA contracts 2025 in OnBase

- Research Assistants whose stipend comes from any Worktag other than a PD account that already included summer tuition for RAs as part of the faculty's start-up package will be eligible for the **Summer Research Tuition Fellowship** provided by OGS, see info under Tuition Remission at: <https://www.mines.edu/graduate-studies/graduate-assistantship-policies/>. This fellowship covers the tuition for 3 research credits that RAs are required to register for in Summer if working on a 0.5 FTE contract. If the RA contract is 1.0 FTE, students should register for 1.5 credits. Credits above 3 must be paid by a different source than OGS. Fees are not included in the fellowship.
- In Summer 2025, standard RAs will be paid on May 31 (for ½ month), June 30, July 31, and Aug 31 (for ½ month). To reflect the 3 full months of pay, the “Number of Pay Days” box should show 3.
- On RA contracts for students who qualify for the Summer Research Tuition Fellowship, select **“None/Manual Entry”** in both option lists in the Amount to Charge Department section.
- **Under Tuition, Ins. & Fees** please **charge Fees to the appropriate department Worktag** (fees are not included in the fellowship.) Fees are \$595 for Summer 2025 for all registration levels.
- **Insurance:** If this is a *continuation of an annual contract*, you do not need to select anything. The student’s annual health insurance is paid in two payments during the fall and spring semesters, so no summer premium is due for continuing students. If this is a *new, summer admit student*, select **“Yes, pay for insurance for summer only”** (the cost is \$584) or, if you know the new student is waiving insurance, select **“No, do not pay for insurance”**.
- If the student is taking additional summer credits above the maximum of 3 covered by the OGS Summer Research Tuition Fellowship, and the department is paying for these additional credits, enter the appropriate amount manually in the Tuition box and identify the department Worktag in an additional column on the form. The OGS Summer Research Tuition Fellowship Worktag will still be charged for the student’s first 3 credits if you select “None/Manual Entry” in the two boxes under Amount to Charge Department near the top of the form.
 - To calculate the cost of additional credits, please refer to the tuition charges per credit posted by the Bursar’s office (Tuition and Fees schedule) **OR** the [specific 2025 Tuition Less Summer Research Fellowship \(posted on the OGS Graduate Contracts webpage under Training & Documentation\)](#)