

Viterbi Graduate Assistant Aid Reminders

- Posting aid awards for pending graduate assistant appointments is not allowable. Aid awards should only be entered for those graduate assistants who have a valid offer letter and have accepted the assistantship.
- When entering tuition and health aid awards, please make sure to use the correct codes and semester amount when entering the awards into the Student Information System (SIS):

ZRXX – Research Assistant Tuition Code
ZTXX – Teaching Assistant Tuition Code

ZH01.1 – Medical Health Insurance Code (I)
ZH01.2 – Student Health Center Code (K)
ZH01.3 – Dental Insurance Code (Q)

- The tuition and health rates for FY 2021-22 are as follows:

Appointment Level	Semester Stipend Rate	Tuition Remission Semester Awards	Tuition Aid Awards (I)
50%	12,000.00	12 Units	26,388.00
25%	6,000.00	8 Units	17,592.00
Shared 25%	6,000.00	6 Units	13,194.00

Student Health Center (2)	Rate	Period of Coverage
Fall 21 Semester	427.00	8/15/21 to 01/09/22
Spring 22 Semester	427.00	1/10/21 to 5/15/22
Summer 22 - One Session	TBD	Varies between 5/16/22 to 8/14/22
Summer 22 - Two Sessions	TBD	5/16/22 to 8/14/22

Medical Health Insurance	Rate	Period of Coverage
Annual	2,116.00	8/15/21 to 08/14/22
Fall 21 Semester	753.00	8/15/21 to 1/09/22
Spring 22/Summer 22	1,363.00	1/10/22 to 8/14/22

Dental Insurance (3)	Rate	Period of Coverage
Annual	136.00	8/15/21 to 08/14/22
Fall 21 Semester	51.00	8/15/21 to 1/09/22
Spring 22/Summer 22	85.00	1/10/22 to 8/14/22

Notes:

- (1) \$2,199.00 per unit for Graduate Engineering courses (500 level and above).
- (2) The dental premium can be broken down for Graduate Assistants only.
- (3) Students holding a graduate assistantship during the Summer 21 semester are covered for both summer sessions.

- Special attention should be given when an assistantship is split. For example when a 25% appointment is given as a research assistant and 25% appointment is given as a teaching assistant or when a student holds an assistantship in two different departments and or schools.

- If a student holds an assistantship in another school, the award should be entered by the school providing the assistantship:
 - If the Keck School of Medicine (KSoM) is providing the assistantship, please be sure to include Marisela Zuniga, KSoM Administrative Services Coordinator, in any correspondence regarding the student. Marisela is currently the individual who coordinates aid awards for KSoM and can be reached at (323) 442-1607 or via e-mail at mzuniga@usc.edu.
- Effective Fall 2014, PhD students working as research assistants must be paid the stipend determined by their home program even if their RAship is in a different setting, for example, a lab in a different school within USC. The home program is identified by the POST code under which the student is registered.
- If the assistantship award changes, please make sure to contact the department representative who handles the entering of the aid awards so that adjustments can be made accordingly.
- Please contact VBA – Research Administration if the following occur during the semester:
 - If graduate assistant payroll is transferred to another account. Once the transfer is complete, the tuition aid award associated with that payroll transfer will also be transferred to the new account.
 - If a graduate assistant relinquishes his/her assistantship after working less than ½ of the semester, the tuition and health aid awards will be prorated for the time worked. The student will be responsible to pay for the remaining balance.