

Department Share of the Subsidized Graduate Insurance Premium

Graduate students who meet certain qualifications are eligible to have a portion of their graduate student insurance premium subsidized by their department. Qualifying students are either receiving scholarship funds equal to \$10,000 or more, are receiving a stipend or grant of \$10,000 or more, or the students are working in a .5 FTE position at the University.

Departments are charged their share of the graduate insurance premiums through two basic processes, both of which require the departments to provide specific information or process the student's payroll in a certain way. The different processes are based on how the students qualify for the graduate student insurance subsidy.

The first step in establishing the process takes place as information is provided to the Insurance Coordinator at the Student Health & Wellness Center to establish the Master List for each academic term. The departments provide qualification information for the Master List indicating how the student qualifies for the subsidy.

For students that qualify by way of the \$10,000 scholarship or Stipend/Grant there must be an index listed so the charge can be processed through a journal entry process. Without the index a charge can't be processed timely. If the index is provided on the Master List, the department's share of the graduate student insurance will be processed in October or November for the Fall term and in February or March for the Spring/Summer term. The amount charged will be 100% of the department's share.

For students that qualify by way of a .5 FTE Assistantship, the department's share of the insurance will be charged to the same index or indexes as the student's payroll is charged. For this to happen the department must pay the student through the GA payroll and must use account 617100. If a student is paid through the GA payroll and is not eligible for a graduate student insurance subsidy the department must use account 617200. Using the wrong account or using the wrong payroll process (i.e. HX instead of GA) will result in the department not being charged for their share of the graduate insurance premium on a timely basis or being over charged and will create a need for payroll reallocations or journal entry corrections.

If you have any questions regarding how these charging processes work or have a need for charges to be processed differently, email Rick Allen at rick.allen@usu.edu.