

Student Account Services
Research Incentive Assistantship (RIAS) for Voluntary Incentive Program (VIP)
Charge to Account FORM INSTRUCTIONS

GENERAL INFORMATION:

This form has been developed to be used by the departments who are setting up a student on the Research (Tuition) Incentive Assistantship (RIAS) in the Voluntary Incentive Program. The form was developed to capture necessary pieces of information needed to process such a request. Please note this form does require an approval process. Below are instructions to assist you with completing this form. Should you have any questions, please contact:

- Jennifer Mathews, jenni24@uga.edu, 706-542-6848
- Nicole Moon, nicole.moon@uga.edu, 706-542-2965
- Student Account Services, stuacct@uga.edu, 706-542-2965

FORM INSTRUCTIONS:

Please complete a separate form per student per term. If you are using more than one account to assist a student, you will need to complete a separate form per account as well.

DEPARTMENT CONTACT INFORMATION:

Please complete all pieces of contact information so we can communicate with the correct person should we have questions about an account or a student.

ACCOUNT INFORMATION:

Please complete the Account Information section with all required information. The general ledger account number you are using must already have the Student Tuition and Fees object code (77400) set up in the accounting system. If you are using another object code, please contact the Accounting Department to verify the object code can be used to pay tuition and fees.

STUDENT INFORMATION:

Please complete the Student Information section using the complete name of the student and full 810/811 number for the student. Please add term and then list the amount for each individual charge that will be paid by the account number provided. We need each line item completed separately. If you are not paying a line item, please leave blank.

APPROVAL SECTION:

A department supervisor or appointed designee must approve all charge to accounts forms. Forms should be submitted directly to Student Account Services. Students should not be preparing, approving or submitting this form.

STUDENT ACCOUNT SERVICES USE ONLY:

Student Account Services will complete the section below noting the date the form was received, processed as well as who processed the request.

Bursar and Treasury Services
Research Incentive Assistantship (RIAS)
For Voluntary Incentive Program (VIP)
Charge to Account Form and Instructions

Form Instructions:

This form has been developed to be used by the departments who are setting up a student on the Research (Tuition) Incentive Assistantship (RIAS) in the Voluntary Incentive Program. Please complete a separate form per student, per term. If you are using more than one account to assist a student, you will need to complete a separate form per account as well. For questions on how to complete this form you may contact Jennifer Mathews jenni24@uga.edu or Student Accounts stuacct@uga.edu.

Date Prepared: _____

Departmental Contact Information:

Contact Name: _____
Contact's Email Address: _____
Contact's Phone Number: _____
Department Name: _____

Account Information: *(please specify grant type)*

Research Grant Training Grant

Account Name: _____
Account Number: _____
Object Code: _____

Student Tuition and Fee Object Code (77400) must already be established for this account in order to be used on this form.

Student Information:

Student Name: _____
Student ID (810/811#): _____
Term: _____

Charge to Account Amount:

Tuition Amount to be charged to account: \$_____ (please reduce full in-state tuition amount by \$25) For current approved tuition and fee costs go to: http://www.bursar.uga.edu/bursar_quick_links

Approval Section:

Full Name: _____
Title of Approver: _____
Signature: _____
Date: _____

Student Account Office Use Only (below):

Request Received Date: _____
Request Processed Date: _____
Account End Date: _____

NOTES: