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To: ls-chairs-all@g.groups.wisc.edu; ls-dept-admins@g-groups.wisc.edu
Cc: [Laura E Fisk](#)
Subject: Tuition Remission - Graduate Students in Non-pooled (131) Programs
Date: Thursday, July 14, 2022 9:49:57 AM

Good afternoon,

As shared in Spring 2022, students in non-pooled (131) programs are not eligible for tuition remission per [Campus policy](#) effective May 15, 2022.

ACTION REQUIRED: Departments are already required to verify whether a student is eligible for tuition remission and state that in the appointment letter. That process will continue, and additionally departments will now be required to verify whether the student is in a 131 program before finalizing and sending a student assistant appointment letter. We have revised L&S templates for all student assistant appointments to reflect this new policy and requirement; please see updated templates at the [L&S KB - Student Assistant Appointment Letters](#).

If you are unsure whether the student is in a 131 program, please go to the [lookup tool](#) to get a list of students or look up an individual student. To use this tool, you must have access to UW Student Restricted and UW HR Internal data in Tableau. [Request access here](#) if needed; choose "Student Record Data – Restricted" from pull-down menu. HR is available to verify student enrollment in a 131 program if you need assistance.

Please share this information with others in your department as needed.

Questions? Contact HR Associate Director Laura Fisk (laura.fisk@wisc.edu) with questions, issues gaining access to the lookup tool, or to have HR verify student 131 status for you.

Thank you,
Lea

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