

Congratulations! You have been offered a tuition scholarship from the Marquette University Graduate School.

Your scholarship funds will be applied to your Bursar account after you accept your offer and register for courses. You are personally responsible for the costs of your tuition that exceed the amount of your scholarship and for tuition and fees that are not covered by your scholarship.

## Responding to this Offer

**All Students Living in the U.S.:** You should accept or decline your offer as soon as you are able to give us a reply.

- For offers issued between January 1 and April 1, that are made for the academic year beginning in the fall term, you have until **April 15** to respond. If your reply is not received by April 15, the Graduate School may rescind your offer.
- For all offers issued on or after April 2, you should respond within 2 weeks of receipt of the award letter, or the Graduate School may rescind your offer.

**International Students Not Living in the U.S.:** you must send an e-mail to [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu) with your response (include your Marquette ID number on all correspondence), then sign and return the letter marked *copy*. We will accept an e-mail with your scanned attachment or a faxed copy of your acceptance letter. We must hear from you within 4 weeks after we issue your award or your offer may be rescinded.

## Renewals

Scholarships are not renewed automatically. You must reapply for continued support and you will be considered along with new applicants. Award decisions are based on academic credentials, not

on financial need. You must maintain a 3.0 grade point average and be making suitable academic progress to be considered for additional scholarships. You should not assume that your scholarship extends to any term(s) not specifically stated in your award letter. To reapply for a scholarship, submit a *Financial Aid Application for Admitted Students* form to the Graduate School or apply online at [http://www.marquette.edu/grad/finaid\\_forms.shtml](http://www.marquette.edu/grad/finaid_forms.shtml) by the appropriate competition deadline:

- Fall: February 15
- Summer: April 15
- Spring: November 15

## Rules & Guidelines

**1. Amount of Award:** The dollar value of your award is stated on your offer letter. Your award will not pay for more than this amount. You must pay for all charges that exceed the stated dollar value of your scholarship and for tuition/fees related to courses that are not covered by your scholarship.

**2. Disbursement of Your Scholarship:** Your scholarship will be disbursed to your Bursar account, or show up as an anticipated payment on your account, after we receive your formal acceptance of the offer, and after you register.

**3. Eligible Courses:** Scholarship awards may only be used to pay for valid courses that are directly related to your degree.

**Valid Courses Are:**

- Graduate-level courses numbered 5000 and above that count toward your degree.

**Invalid Courses Are:**

- Audited courses (if you register for audit courses or change from credit to audit during the semester you are responsible for the tuition fees for those courses).

- Undergraduate-level courses taken for undergraduate credit including prerequisites or deficiency courses.
- Personal preference courses within or outside of your discipline that will not count toward your degree and that have not been approved for scholarship coverage by both your department and the Graduate School in writing.

Scholarships will not pay for more than 6 thesis or 12 dissertation credits.

**4. Full-Time Enrollment Status:** Recipients of scholarships, except the Catholic Schools Personnel Scholarships and Milwaukee Area Teachers Scholarships, are expected to maintain full-time status during the terms of their awards. Full-time status is defined as enrollment in at least 7 credit hours of courses or its equivalent through graduate continuation enrollment. Exceptions, which are occasionally made, must be endorsed by the student's department and submitted to the Graduate School for approval. By agreement with the Graduate School of Management, the full-time status rule is waived for MBA students.

**5. Graduate School of Management Students:** Scholarships awarded to students in Accounting, Business Administration, Economics, and Human Resources are jointly administered by the Graduate School and the Graduate School of Management. GSM students are expected to follow the rules and guidelines in this document. Additional conditions may be placed on scholarship awards by the GSM. If that is the case you will be notified in writing by the GSM. Requests for waivers of any of the rules in this document must receive the approval of the GSM.

**6. Privately-Funded (Named) Awards:** If your award is funded by an individual philanthropist, foundation, or organization, your acceptance of the award allows the Graduate School to send an academic progress report to the sponsors of the award. In addition, the Graduate School or

University Advancement may contact you with instructions to write a letter of gratitude to the donor.

**7. Registration:** You must register no later than the last date of registration of the first semester of your award term or your award may be rescinded and offered to another student.

**8. Term of Award:** Awards are semester specific. Refer to your award letter for the amount of your scholarship for fall, spring, and summer terms. Unused scholarship money from one term does not automatically carry forward to another term. You must contact the Graduate School to request the transfer of any of your scholarship money from one term to another. Award money cannot be transferred from one aid year to another. Each aid year begins with the fall term and includes the following spring and summer terms.

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The *Rules and Guidelines for Graduate School Financial Aid* may change from time to time as new policies are implemented. For current updates of these rules and guidelines online, visit [http://www.marquette.edu/grad/finaid\\_rules-scholars.shtml](http://www.marquette.edu/grad/finaid_rules-scholars.shtml).

Issued by:  
Marquette University Graduate School  
Holthusen Hall, Room 305  
P.O. Box 1881  
Milwaukee, WI 53201-1881

Phone: (414) 288-7137  
Fax: (414) 288-1902  
Web Site: [www.marquette.edu/grad](http://www.marquette.edu/grad)

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## Council of Graduate Schools (CGS) Resolution

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Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the condition affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of the Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

This resolution and a list of members and institutions that support it are on the CGS Web site in PDF format at <http://www.cgsnet.org>.

## Rules and Guidelines for Graduate School Financial Aid:

## Scholarships



**MARQUETTE**  
UNIVERSITY

*This brochure describes the rules and guidelines that apply to your award. By accepting your award offer you agree to the rules and guidelines in this brochure.*