Rules and Guidelines for Marquette University Graduate School: FULL FELLOWSHIPS

Congratulations on receiving a full fellowship from the Marquette University Graduate School! Fellowships are funded by gifts from private individuals, corporations, and foundations. Specific donor and university stipulations are conveyed in your award letter. If your award is funded by an individual philanthropist, foundation, or organization, you may be contacted by University Advancement and invited to participate in their Student Thank You Program. The program, which is optional, allows students to express their gratitude to the donors.

Please read the following general information about fellowships. If you have questions, contact Mr. Thomas Marek by telephone at (414) 288-5325 or by e-mail at thomas.marek@marquette.edu.

**Income Taxes** Taxes will not be withheld from your check, nor will tax withholding be an option. You will receive 100% of the stipend you were offered. Marquette University is not required and will not issue end of year tax statements (W-2 or 1099 forms), or report your fellowship stipends to the Internal Revenue Service; therefore, it is your responsibility to report your fellowship earnings on your income tax returns. It is recommended that you contact a qualified tax accountant for advice on your particular tax situation.

**Direct Deposit** Direct deposit is not available for fellowship stipends. A paper check will be sent to you in care of your department (see “Payment Schedule” section below).

**Multiple Stipends** If you receive a monthly stipend for a teaching or research assistantship in addition to your fellowship, your assistantship and fellowship stipends will not be combined on one check. You will receive separate stipend checks for your assistantship (issued by the Payroll Department on the last working day of each month), and your fellowship (see “Payment Schedule” section below).

**Payment Schedule** The Accounts Payable Department issues stipend checks for fellowships on Tuesdays. Your fellowship check will be issued on the last Tuesday of the month and will be sent to your department by campus mail for receipt the next day, Wednesday. If you cannot pick up your check in person, you must contact your department to make arrangements for mailing.

**Tuition Scholarships** If your fellowship includes a tuition scholarship, it will be applied directly to your Bursar account after you register for the related term. The scholarship will pay only for graduate-level courses that count toward your degree unless stated otherwise. It will not pay for audited or undergraduate courses.

**Health Insurance** Eligible graduate fellows receive university-paid health insurance for individual coverage. Eligible fellows will receive offer letters from the Graduate School that specify their entitlement to have the insurance plan premiums paid for by the university. If you are eligible for health insurance your award letter will state this, and your offer will include an insurance addendum with additional information.

Anyone who does not receive an offer letter from the Graduate School that specifies that the university will pay the plan premiums on his or her behalf will not be eligible to have the university pay any portion of his or her plan premiums. All questions concerning eligibility as described in offer letters must be directed to the Graduate School for clarification.

**Note:** there may be changes made to this addendum. You will be notified if any changes are made.

February 2011