Rules and Guidelines for Marquette University Graduate School: PARTIAL FELLOWSHIPS

Congratulations on receiving a 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.

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