Rules and Guidelines for Marquette University Graduate School Financial Aid:
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**
Fellowship stipends are issued by the Accounts Payable department, not by Payroll, therefore even if you previously signed up for direct deposit on My Job, you must fill out and return an ACH Payment Set-up Request form (if not enclosed in your offer, contact the Graduate School).

**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 payment for your assistantship (issued by the Payroll Department via direct deposit on the biweekly student payroll schedule), and your fellowship (see “Payment Schedule” section below).

**Payment Schedule**
The Accounts Payable Department issues stipend payments for fellowships on Tuesdays. One-time payments will be issued as soon as the paperwork is processed. Fellowship payments that are in two or more installments are typically issued on the last Tuesday of the month.

**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.

**Acknowledgment of Your Fellowship in Publications and Conferences**
Receipt of this fellowship is an honor. In addition to including it on your C.V., if you present at a conference or publish a book, article, review, or other literary or scientific work which relates to research carried out while under this fellowship, the publication should acknowledge that the research was carried out while the author was a (Name of Your Award) Fellow.

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

February, 2015