

GRADUATE FELLOWSHIP REQUIREMENTS

(Stipend and Tuition Award OR Stipend Only)

The **INSERT DEPARTMENT OR SCHOOL** is pleased to offer you a fellowship to assist you in completing your degree at The George Washington University. Listed below are the conditions under which this fellowship is made as well as general information on fellowships.

CONDITIONS OF FELLOWSHIPS

In order to accept and retain a fellowship, you **must** meet the following conditions:

1. Return a signed copy of the Fellowship Acceptance form to the awarding school or department by the deadline stated in your award letter, indicating your intent to accept the fellowship and its conditions.
2. If receiving a stipend or a stipend and a tuition award to support full-time study:
 - Enroll full-time in an on-campus degree program in the department as awarded for at least nine credit hours per semester or more if required by a specific program, unless otherwise approved by the Dean's office. If the awarding office is other than the student's Dean's office, the awarding office must be informed of the permission to take less than nine credit hours and final approval rests with the awarding office. Note that transfers to another school or department will likely invalidate this award.
 - If receiving stipend payments of \$16,000 or more per academic year, receive permission from the awarding school and department or other awarding entity to work either on- or off-campus in a part-time position. A *Request For Permission to Work* form is available in the Office of Graduate Student Assistantships and Fellowships in Rice Hall 302 (you may also email the office at gradfell@gwu.edu to request the form) and should be used to submit a request. Failure to obtain permission to work may result in cancellation of one or both parts of the University fellowship. International students on J-1 visa must obtain permission from the International Services Office (ISO) to hold any job.
 - Not be employed in an on- or off-campus full-time position.
3. Report any other fellowships or scholarship awards to the awarding school or department, where a decision will be made as to whether all or part of both awards may be kept. Substantial stipends cannot be stacked and tuition awards cannot be duplicated or overlap.
4. Meet the academic performance requirements of your department and school.
5. Abide by any other requirements as specified in attachments or award letter.
6. Unless the award letter states otherwise, enroll in only courses on the Foggy Bottom Campus. Payment of tuition for courses at Other sites are the student's responsibility.

GENERAL INFORMATION

STIPENDS

Stipends are paid monthly over the academic year (unless the fellowship letter states otherwise), with payments issued on the first business day of each month. Stipend payments can be direct deposited in a U.S. bank account by 5 pm on the first business day of the month. Stipend payments for those students who choose not to use electronic fund transfers for payments are picked up by the student in **INSERT THE LOCATION OF THE STUDENT'S STIPEND HERE**; however, The Office of Graduate Student Assistantships and Fellowships (Rice Hall, 302) and other offices on campus distribute some checks. The award letter should state where the check should be picked up.

International students receiving stipends must meet with the GW Tax Department (202-994-2556) to fill out appropriate tax paperwork within one month after the first payment is issued. **NOTE:** Neither stipend checks nor direct deposits will be released until the student is enrolled in the minimum required credit hours

TUITION AWARDS

Tuition awards are credited to the student's account at the beginning of each semester after the student has registered for the required credits. These awards cover the cost of tuition for course work that is credited towards the student's degree program, up to the total amount of the award (normally no more than nine tuition hours per semester, for a maximum of 18 tuition hours per academic year). Any part of the tuition award that is not used within the academic year reverts to the department or school and cannot be converted to cash. The academic year includes the fall and spring semesters. Tuition awards are not transferable to other semesters or the summer sessions without approval. Tuition awards are never transferable to future academic years.

The student has full responsibility, unless the fellowship letter states otherwise, for covering the costs of the following charges upon registration: the Student Association fee, tuition charges above the tuition award, late registration fees, special course-related fees, and the matriculation fee for incoming students. The student will also be liable for any payment due and charges for courses that are (1) not on the student's program of study, or (2) not taken for credit. If the student drops a course once the semester has begun and does not replace it with another approved course carrying the same number of credit hours, the tuition award will be withdrawn, and the student will be liable for any payment due. In some cases, the entire award is withdrawn. Consortium courses are allowed if the particular course is NOT offered at GW and if the Consortium course is included in the student's official program of study document.

AWARD RENEWABILITY

All fellowships are based on academic excellence. Depending upon the policy of the academic department or terms of an individual award, fellowships may be extended or renewed. Students should contact the awarding school or department for the maximum length of time an award can be held for master's and Ph.D. candidates. Renewal is not automatic, and each student must reapply through the renewal processes of his or her respective department/program office to be considered for the following year. Students should check with the awarding school or department for application or renewal application and deadline information.

AWARD TERMINATION

All or part of the support package may be terminated at any time if the conditions of award as described above are not met, or if poor academic progress warrants it. The University reserves the right to terminate a fellowship immediately and without prior notice if, in the judgment of the Department Chair or Awarding Department and concurrence of the Dean, such action is warranted.

TAX IMPLICATIONS

It is the responsibility of the student to understand the federal and state income tax implications of receiving a fellowship. Except in the case of international students, the University has no tax withholding or reporting requirements related to the stipend component of a fellowship. The Tax Department's website (www.gwu.edu/tax) provides general information to assist students in determining tax liability and reporting obligations. Because tax liability depends on a student's particular circumstances, students are advised to contact a personal tax advisor or the IRS with any questions or concerns.

International students receiving stipends must meet with the GW Tax Department (202-994-2556) to fill out appropriate tax paperwork within one month after the first payment is issued.

COUNCIL ON GRADUATE SCHOOLS RESOLUTION REGARDING GRADUATE SCHOLARS, FELLOWS, TRAINEES, AND ASSISTANTS

Acceptance of an offer of financial support (such as 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 conditions 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 this 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 the 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.