

## **GRADUATE FELLOWSHIP REQUIREMENTS**

### **(Tuition Award)**

The \_\_\_\_\_ 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 \_\_\_\_\_ by April 15, or after April 1st, within two weeks from the date given, or by the deadline stated in the letter, indicating your intent to accept or decline the fellowship and its conditions.
2. If receiving a tuition award to support full-time study:  
Enroll full-time in an on-campus degree program of {School} \_\_\_\_\_  
(for at least 9 credit hours per semester or more if required by a specific program, unless otherwise approved by the Dean's office. If awarding office is other than the student's Dean's office, the awarding office must be informed of the permission to take less than 9 credit hours and final approval rests with the awarding office.)
3. If the award is for part-time study:  
The registration requirements should be stated in your letter.
4. Meet the academic performance requirements of your department and school.

### **General Information**

**All fellowships are based on academic excellence.** Depending upon the policy of the academic department, fellowships may be extended or renewed, although a fellowship will not be given for more than \_\_\_\_ years for master's candidates or \_\_\_\_ years for Ph.D. candidates. Renewal is not always automatic, and each student may have to reapply through the renewal processes of his or her respective department/program office to be considered for the following year. Please check with your department for application or renewal application and deadline information.

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.

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. Please refer to [www.gwu.edu/tax](http://www.gwu.edu/tax) for general information to assist you in determining your tax liability and reporting obligations. Because your tax liability depends on your particular circumstances, you should contact your personal tax advisor or the IRS with any questions or concerns.

**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. 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. If the student drops a course once the semester has begun and does not replace it with another approved course, the tuition award will be withdrawn, and the student will be liable for any payment due. In some cases, the entire award is withdrawn.

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.