## MERIT BASED FINANCIAL AID:
Policies, Procedures, and Documents

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSAS Financial Aid Summary</td>
<td>2</td>
</tr>
<tr>
<td>A Guide to Merit-Based Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>Contacting the Office</td>
<td>16</td>
</tr>
<tr>
<td>Budgets</td>
<td>16</td>
</tr>
<tr>
<td>Stipends</td>
<td>16</td>
</tr>
<tr>
<td>Language Scholarships</td>
<td>17</td>
</tr>
<tr>
<td>Lump Sums</td>
<td>18</td>
</tr>
<tr>
<td>When is a lump sum form necessary?</td>
<td>19</td>
</tr>
<tr>
<td>Stipend Troubleshooting</td>
<td>19</td>
</tr>
<tr>
<td>Fellowship Payment Flow Chart</td>
<td>20</td>
</tr>
<tr>
<td>Table of Graduate School Fees for the 2011-12 Academic Year</td>
<td>21</td>
</tr>
<tr>
<td>Recipient Obligations Statement</td>
<td>22</td>
</tr>
<tr>
<td>Types of Merit Awards Available</td>
<td>24</td>
</tr>
<tr>
<td>Graduate School Scholarship Awards</td>
<td>25</td>
</tr>
<tr>
<td>Graduate School Assistantship Awards</td>
<td>27</td>
</tr>
<tr>
<td>Graduate School Fellowship Awards</td>
<td>29</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>31</td>
</tr>
<tr>
<td>Tax and Immigration Information</td>
<td>32</td>
</tr>
<tr>
<td>Acceptance Information</td>
<td>32</td>
</tr>
<tr>
<td>Student Responsibilities/Checklists</td>
<td>33</td>
</tr>
<tr>
<td>Other Important Resources</td>
<td>35</td>
</tr>
<tr>
<td>Lump Sum Deadlines for 2011-12</td>
<td>37</td>
</tr>
<tr>
<td>Documents Missing for Lump Sum Paperwork Completion</td>
<td>38</td>
</tr>
<tr>
<td>Lump Sum Payment Form (Annotated)</td>
<td>39</td>
</tr>
<tr>
<td>Instructions for Lump Sum Payment Form</td>
<td>40</td>
</tr>
<tr>
<td>Direct Deposit Application (Assistantships)</td>
<td>43</td>
</tr>
<tr>
<td>Direct Deposit Application (Fellowships)</td>
<td>44</td>
</tr>
<tr>
<td>Graduate Scholarship and Stipend Report</td>
<td>45</td>
</tr>
<tr>
<td>Budget Checklist</td>
<td>45</td>
</tr>
<tr>
<td>Terms and Explanations</td>
<td>46</td>
</tr>
<tr>
<td>Example Budget</td>
<td>48</td>
</tr>
<tr>
<td>Language Scholarship Budget</td>
<td>50</td>
</tr>
<tr>
<td>Lump Sum Flow Chart</td>
<td>51</td>
</tr>
</tbody>
</table>
Purpose of the GSAS Financial Aid Summary

The purpose of this document is to outline the merit-based financial aid policies of the Graduate School of Arts and Sciences. Department chairs, program directors, administrators and all other university staff who work with the Graduate School and/or graduate student population must be aware of these policies and procedures. Please do not hesitate to contact the Graduate School should you have any questions about merit-based aid funding for graduate students.

Overview of Merit-Based Financial Aid

The Graduate School offers merit-based financial aid in the form of scholarships and stipends to graduate students on the recommendation of the academic programs. Merit-based aid is awarded without regard for need. The awards are intended to support meritorious students in the pursuit of their academic careers and timely completion of their Graduate School degree.

Student eligibility for merit-based funding is determined by a number of factors including enrollment status, academic progress and performance. It also follows the same timeline as time to degree. The Graduate School’s policy on the time permitted to complete the requirements of a Ph.D. is defined in the Bulletin as “no more than five years from achievement of candidacy to award of the Ph.D., and no more than seven years overall from matriculation to award of the Ph.D.” Therefore, Ph.D. students are eligible to receive merit-based funding during the first 5 years of their study. Similarly, master’s students are eligible to receive merit-based funding for the first 3 years of their study. Students matriculating into Master’s / Ph.D. dual degree programs are allotted one additional year from matriculation to complete both degrees. Such students are eligible for 5 years of full support any time within the first six years of
study. Students pursuing Ph.D. and J.D. degrees concurrently are permitted two additional years from matriculation to complete both degrees. Such students are eligible for 5 years of full support any time within the first seven years of study.

**Terminology and Definitions**

The Graduate School employs specific terminology to define the types of merit-based aid available to graduate students and to manage awards appropriately. It is important to be mindful of the terminology in all correspondence, as it affects how awards are processed and reported by the university.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Partial or full award to cover coursework required for the student’s degree</td>
</tr>
</tbody>
</table>
| Assistantship     | Stipend awarded for service performed (Student works for the money. Stipend award is equivalent to wages earned.)  
The service primarily benefits others. Although the service may be related to the student’s own academic endeavors, the service supports projects driven by others. If one particular student were not here, the project would most likely continue with the service of another student. |
| Fellowship         | Stipend awarded with no service obligation (Student does not work for the money.)  
The student focuses on her/his own academic goals for the completion of their degree. The funds are utilized primarily for the student’s own individual research endeavors. |
| Full Funding / Full Support | This term is used for awards to Ph.D. students to indicate an offer of full tuition scholarship and stipend. Such awards are available for Ph.D. students during fall and/or spring semesters.  
**Note:** The Graduate School does not provide funding in the summer. However, individual programs may offer summer funding independently. |
| 5-Year Funding     | 1. The opportunity to fund eligible Ph.D. students who are in the first 5 years of their study in the Ph.D. program.  
2. For students matriculating with scholarship and stipend support, the commitment to fully fund them continuously for the first 5 years of their study in the Ph.D. program, as long as they remain eligible and make satisfactory progress towards their degree. |
| Scholarship Allocation | The cost center allotted to a program containing money for scholarship awards. The format of the cost center is GX 2950 XXX, where the last three digits are specific to the program. This cost center may only be used for scholarship awards to students enrolled in the program. |
### Stipend Allocation

The cost center allotted to a program containing money for stipend awards. The format of the cost center is GX 2760 XXX, where the last three digits are specific to the program. This cost center may only be used for stipend awards to students enrolled in the program.

### Financial Aid Budget

An Excel spreadsheet the program is required to use to communicate all merit awards (ALL scholarships, ALL assistantships, ALL fellowships)

---

**The Financial Aid Budget**

The financial aid budget is a spreadsheet academic programs use to communicate all award information for all graduate students. This spreadsheet also indicates that the program grants the Graduate School permission to act on its behalf by posting merit awards in Banner and processing stipend paperwork, charging the cost centers listed in the spreadsheet.

Programs are **required** to use the spreadsheet for any and all awards to graduate students. This includes scholarship-only awards, stipend-only awards, combination scholarship + stipend awards, award updates, and awards to non-traditional students participating in the program (e.g. exchange students). The financial aid budget is the **official** record of all requests from the program to the Graduate School and it utilized for audit purposes.

The financial aid budget collects the following information:

- Award recipients’ name
- Award recipients’ ID
- Specific semester(s) of award(s) (fall, spring, summer)
- Types of awards (scholarship, assistantship, fellowship)
- Amount of each award
- Student’s overall level of enrollment (12 credits, 13.5 credits, thesis research)
- Source of award (cost center)
- Additional notes the program may include explaining certain awards (e.g. “FLAS covers all student fees,” “We cover Yates and lab fees,” etc.)

All of this specific information enables the Graduate School to accurately process awards in a timely fashion, as well as communicate with other offices on campus (and in some cases, external to Georgetown University) regarding the status of graduate students. The information is required by the university’s many systems, which also fulfills a number of legal obligations; awards literally cannot be processed if the Graduate School does not have all of this information.

The Graduate School uses all of the information in the budgets to post scholarship awards in Banner, prepare award letters, generate stipend paperwork, create reports, and communicate with many other offices on campus that are involved in the process of supporting graduate students (e.g. Student Financial Services, Student Accounts, Office of International Programs, Accounts Payable, Student Employment, Payroll, Tax Department, Registrar’s Office, Provost Office, etc.). Any time these offices
have questions about graduate students (which happens very frequently) we reference the program’s financial aid budget. The budgets are referenced on a daily basis to process awards, communicate information, respond to inquiries from offices of all levels of authority all over campus, make corrections, or create reports.

Scholarship Funding

Graduate School Scholarships are partial or full awards that cover coursework required for the student’s degree.

Graduate School Scholarships do not cover:
- Courses retaken (e.g. after having failed the course previously)
- Courses from which a student withdraws
- Courses not required for the student’s degree
- Mandatory student fees
- Non-mandatory student fees
- Summer courses

*Students are held responsible for these items. If the program desires, it may offer to use its own financial resources to cover these items for the student. However, the program is not required or expected to do so. Graduate School funds may not be used.*

Requirements

- Ph.D. students must be enrolled full-time for the duration of their award.
- Ph.D. students receiving full Graduate School stipend must be provided a full scholarship for the duration of their stipend award.
- Master’s students must be enrolled at the level specified by their program.
- Scholarship awards must be communicated to the Graduate School Office via the financial aid budget.

Restrictions

- Students may not take a refund on scholarship. Excess scholarship funds will be credited to the cost center.
- Scholarships may not be awarded in exchange for service; payment for service must be setup either as 1) assistantship through the Graduate School, or 2) as an hourly appointment through the Office of Student Employment.
- Programs may only offer awards one academic year at a time (whether it is a fall and / or spring award). Awards may not be promised or committed for future years.
- The Graduate School does not provide funding in the summer. Individual programs may offer funding independently, but Graduate School funds may not be used.
• Graduate School scholarship funds may only be used for merit-based tuition scholarship to students enrolled in the program. Scholarship funds may not be used for any other activity, including stipend support or to reconcile other accounts.

Procedural Notes
• Scholarship payments are distributed directly to the Office of Student Accounts.
• Students may check their scholarships by viewing their student accounts on MyAccess.
• Programs are responsible for reviewing students’ registration, adjusting awards as needed, and communicating the adjustments to the Graduate School Office via the financial aid budget.
• Programs may review scholarship payments by checking the CSR for the cost center.
• Programs should ensure their administrators have access to view activity on the scholarship allocation cost center (GX 2950 XXX).
Stipend Funding

Assistantship (Service)

Graduate School Assistantships are awards provided to students in exchange for service. These assistantships are professional appointments that allow students to develop the skills and experience required to assume leadership roles in academia and the professions.

At times, the distinction between assistantship (service) and fellowship (non-service) may be difficult to discern, depending on the opportunity offered. For assistantships, the service provided by the student primarily benefits others (faculty, other students, etc.). Although the service may be related to the student’s own academic endeavors, the service supports projects driven by others. If one particular student were not available to provide the service, the project would most likely continue with or without the service of another student. For fellowship stipends, the student’s efforts are focused on their own academic pursuits towards the completion of their degree. If one particular student were not here, the program might distribute the fellowship stipend to a different student, whose research and project might be completely different.

Most importantly, programs must ensure consistency. In cases where the distinction between service/non-service is unclear for a particular opportunity, it is essential that the program (with the guidance of all concerned authorities, including the Graduate School) make a final determination regarding the nature of the opportunity, and remain consistent with all students engaging in the opportunity. Please do not hesitate to contact the Graduate School if there are questions about the nature of an opportunity.

Stipend Rates

- Ph.D. minimum required stipend rate: $10,000 / semester ($20,000 / academic year)
- Master’s stipend rate: Determined by program (no standard requirement; respect minimum wage)

Appointment categories:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Assistant (RA)</td>
<td>A graduate student who is typically engaged in laboratory, library, or fieldwork that supports his or her faculty member’s academic research.</td>
</tr>
<tr>
<td>Teaching Assistant (TA)</td>
<td>A graduate student who assists a faculty member who is the instructor of record for a course. The duties of such an appointment may include work in the classroom, in recitation sections, in laboratories, or in other learning settings. The TA may or may not be responsible for grading student assignments and for maintaining office hours.</td>
</tr>
</tbody>
</table>
Teaching Associate (TS)  A graduate student who has primary teaching responsibility for a class under the supervision of the department. The graduate student is the instructor of record for the course.

Requirements

- Ph.D. students receiving assistantship must be given full scholarship for the duration of the appointment. The primary responsibility of funding the scholarship lies with the department appointing the Ph.D. student to assistantship. In the case of external awards (e.g. ACLS, NSF), the student’s academic program is required to provide scholarship funding where required by the awarding organization. For example, if NSF requires “the institution” to cover the recipient’s coursework or thesis work, the academic program becomes responsible for providing the funding. The scholarship allocation may be used where appropriate, in accordance with Graduate School policies.
- Master’s students receiving assistantship are not required to receive scholarship during the period of the stipend award.
- Ph.D. students must be enrolled full-time for the duration of their award.
- Master’s students must be enrolled at the level specified by their program.
- Ph.D. students must receive stipend at the standard rate.
- Assistantship awards must be communicated to the Graduate School via the financial aid budget.

Restrictions

- Students may not work more than a combined total of 20 hours per week for the duration of their assistantship. Ph.D. assistantship awards are 15 hours per week, so a student may have an additional job on campus at 5 hours per week. Master’s assistantships vary in the number of hours for the assistantship; total hours worked on campus may not exceed 20 hours per week for the duration of their assistantship appointment.
- Programs may only offer awards one academic year at a time (whether it is a fall and / or spring award). Awards may not be promised or committed for future years.
- The Graduate School does not provide funding in the summer. Individual programs may offer funding independently, but Graduate School funds may not be used.
- Graduate School stipend funds may only be used for merit-based stipend awards to students enrolled in the program. Stipend funds may not be used for any other activity, including scholarship support or to reconcile other accounts.

Notes on Equity

While we strive to have "equitable compensation for comparable effort" for such service, this can be difficult to insure in practice across academic programs. The responsibilities of RAs, TAs
and TSs vary widely across disciplines. At a minimum, we expect programs to keep the service comparable within their own courses.

That said, if a particular program creates a different experience that is beyond the traditional service responsibilities of an RA, TA or TS, then extra compensation can be warranted. If the responsibilities exceed the norm for assistantships in your program, extra compensation should be awarded. However, the Graduate School allocation may not be used for any compensation/support beyond the standard stipend level. Any amount exceeding the standard rate must be covered by a non-allocation, non-GSAS source. The source may be used to cover that entire stipend, or only the difference between the standard rate and the program’s offer.

**Procedural Notes**
- The student’s appointment is entered into the Payroll system.
- Payment is distributed directly to the student.
- Programs may see stipend payments by checking the CSR for the cost center.
- Programs should ensure their administrators have access to view activity on the stipend allocation cost center (GX 2760 XXX).

**Fellowship (Non-Service)**

Graduate School Fellowship awards are stipends with no service obligation. Students do not work or serve in exchange for the fellowship stipend. These stipends allow students to fully engage in their own academic work or research for the duration of the award.

At times, the distinction between assistantship (service) and fellowship (non-service) may be difficult to discern, depending on the opportunity offered. For assistantships, the service provided by the student primarily benefits others (faculty, other students, etc.). Although the service may be related to the student’s own academic endeavors, the service supports projects driven by others. If one particular student were not available to provide the service, the project would most likely continue with or without the service of another student. For fellowship stipends, the student’s efforts are focused on their own academic pursuits towards the completion of their degree. If one particular student were not here, the program might distribute the fellowship stipend to a different student, whose research and project might be completely different.

Most importantly, programs must ensure consistency. In cases where the distinction between service/non-service is unclear for a particular opportunity, it is essential that the program (with the guidance of all concerned authorities, including the Graduate School) make a final determination regarding the nature of the opportunity, and remain consistent with all students engaging in the opportunity. Please do not hesitate to contact the Graduate School if there are questions about the nature of an opportunity.

**Stipend Rates**
- Ph.D. minimum required stipend rate: $10,000 / semester ($20,000 / academic year)
- Master’s stipend rate: Determined by program (no standard requirement)
Requirements

- Ph.D. students receiving fellowship stipend must be given full scholarship for the duration of the award. The primary responsibility of funding the scholarship lies with the department providing the fellowship stipend to the Ph.D. student. In the case of external awards (e.g. ACLS, NSF), the student’s academic program is required to provide scholarship funding where required by the awarding organization. For example, if ACLS requires “the institution” to cover the recipient’s coursework or thesis work, the academic program becomes responsible for providing the funding. The scholarship allocation may be used where appropriate, in accordance with Graduate School policies.

- Master’s students receiving fellowship stipend are not required to receive scholarship during the period of award.

- Ph.D. students must be enrolled full-time for the duration of their award.

- Master’s students must be enrolled at the level specified by their program.

- Ph.D. students must receive stipend at the standard rate, at minimum.

- All fellowship awards must be communicated to the Graduate School via the financial aid budget.

Restrictions

- Students may not work / serve at Georgetown for the duration of the fellowship award. For non-Georgetown University fellowship awards (e.g. FLAS) the program should check the requirements. If the award allows the student to serve and the student wishes to serve, then the award should be processed as an assistantship rather than a non-service stipend.

- Programs may only offer awards one academic year at a time (whether it is a fall and / or spring award). Awards may not be promised or committed for future years.

- The Graduate School does not provide funding in the summer. Individual programs may offer funding independently, but Graduate School funds may not be used.

- Graduate School stipend funds may only be used for merit-based stipend awards to students enrolled in the program. Stipend funds may not be used for any other activity, including scholarship support or to reconcile other accounts.

Procedural Notes

- Student fellowship appointments are entered into the Accounts Payable or Tax system, depending on the student’s citizenship and residency.

- Payment is distributed directly to the student.

- Programs may review stipend payments by checking the CSR for the cost center.

- Programs should ensure their administrators have access to view activity on the stipend allocation cost center (GX 2760 XXX).
5-Year Funding Policy

- All incoming students matriculating with merit-based financial aid in the form of full scholarship and full stipend must be offered five years of continuous full funding as long as they continue to make satisfactory progress towards their Graduate School degree. Such commitments are called 5-year commitments or 5-year promise awards.

- All awards are merit-based and, as such, require continuous successful academic progress.

- Any Ph.D. student may be awarded scholarship and stipend on the allocation accounts during their first 5 years of study in the program.

- Scholarship funding from the allocation may be extended to any Ph.D. student in their 6th or 7th year of study in the program.

- Stipend funding may only be used for students in the first 5 years of study in the program.

  Exception: 5-year-commitment students who brought in funding support as the result of their own efforts (e.g., recipients of Fulbright or NSF fellowships) may be provided stipend and scholarship support during a sixth or seventh year, up to a maximum of five years of GSAS support. The external grant must be obtained by the individual student and does not include grant support brought in by a faculty member, PI, or Graduate School grant, nor does it include assistantships or fellowships offered by other departments or campuses of Georgetown University.

- GSAS funds cannot be awarded to a student who has been enrolled for more than seven years.

  Eligibility for students matriculating into dual degree programs (e.g. M.A. + Ph.D., J.D. + Ph.D.) extends in the same manner as their time to degree. However, they may still only receive a total of five years of GSAS full funding.

  For example, a student matriculating into an M.A. + Ph.D. dual degree program will be eligible to receive full scholarship and stipend during a period of SIX years from point of matriculation, rather than a window of only five years. However, they may only use a total of five years (ten semesters) of full scholarship + stipend support during that six year period.

  Similarly, a student matriculating into a J.D. + Ph.D. dual degree program will be eligible to receive full scholarship and stipend during a period of SEVEN years from point of matriculation, rather than a window of only five years. However, they may only use a
total of five years (ten semesters) of full scholarship + stipend support during that seven year period.

**Opportunities from Other Departments**

In addition to traditional financial aid awards from academic programs, other departments, even ones that do not have academic programs, offer opportunities to graduate students. It is important for these departments to keep in mind that they are expected to abide by all of the same policies and procedures mentioned in this document during the academic year.

Most offers take the form of assistantships, whether they are research assistantships, teaching assistantships or opportunities for students to lead their own courses by serving as Teaching Associates. Other offers may take the form of fellowship stipends or scholarships. In such cases, the department must take the following steps to setup their opportunity with the Graduate School and process the award:

1. Contact the Graduate School *early* to make sure you are aware of the general policies and procedures, as well as any recent updates.
2. Contact each student’s academic program to inform them of your plans. *This is extremely important, as it affects the funding decisions and budget planning of the student’s academic program.*
3. Use the financial aid budget to succinctly list all of the graduate students your department intends to fund.
4. For scholarship-only awards – Create an award letter to the student that includes the following:
   a. Duration of award
   b. Amount of scholarship
   c. Signatures / Consent of both parties
5. For assistantship stipends – Create a work agreement with the student that includes the following:
   a. Type of Appointment (Research Assistant, Teaching Assistant, Teaching Associate)
   b. Duration of appointment (e.g. Fall and Spring, Fall-only, Spring-only, Summer)
   c. Amount of stipend
   d. Amount of scholarship (for Ph.D. students only)
   e. Signatures / Consent of both parties
6. For fellowship stipends – Create an award letter to the student that includes the following:
   a. Duration of award
   b. Amount of stipend
   c. Amount of scholarship (for Ph.D. students only)
   d. Signatures / Consent of both parties
7. Send copies of award letters / work agreements to the Graduate School
8. Complete any necessary paperwork with the student (e.g. Form I-9, PTF, expense vouchers, etc.) and forward to the appropriate offices for processing.
Please do not hesitate to contact the Graduate School should you have any questions about the policies and procedures.

**Additional Reminders**

- Ph.D. funds (both stipend and/or scholarship) from the Graduate School allocation cannot be used to support Master’s students.
- Scholarships will only be posted up to one week after the add/drop date. Any posting after that time will be done on an exception basis.
- Scholarship support is only to be used for those courses that are required as part of the student’s degree. Any courses taken outside of the degree requirements are the responsibility of the student.
- If a student withdraws from a course outside the Add/Drop period, the scholarship is pulled, and the student is responsible for the remaining balance.
- If a student withdraws from the program after the Add/Drop period, the scholarship is pulled, and the student is responsible for the remaining balance. The stipend will also be terminated at the corresponding effective date.
- Policies for merit-based aid are aligned with the policies in the Graduate Bulletin. Please be sure to reference the bulletin regularly, as it will greatly assist in appropriately managing the academic careers of graduate students. The Graduate Bulletin is available at: [http://grad.georgetown.edu/pages/bulletin.cfm](http://grad.georgetown.edu/pages/bulletin.cfm).
Resources

Financial aid policies and procedures are posted online for students, directors and administrators.

Sites for Students and General Audiences

<table>
<thead>
<tr>
<th>Site</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School Financial Aid Site - Main</td>
<td><a href="http://grad.georgetown.edu/pages/support.cfm">http://grad.georgetown.edu/pages/support.cfm</a></td>
</tr>
<tr>
<td>Recipient Obligations Statement</td>
<td><a href="http://grad.georgetown.edu/pages/obligations.cfm">http://grad.georgetown.edu/pages/obligations.cfm</a></td>
</tr>
<tr>
<td>All award recipients are required to read this. Our financial aid letter references this as required reading.</td>
<td></td>
</tr>
<tr>
<td>Language Scholarships</td>
<td><a href="http://grad.georgetown.edu/pages/language_scholarships.cfm">http://grad.georgetown.edu/pages/language_scholarships.cfm</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td><a href="http://grad.georgetown.edu/pages/scholarships.cfm">http://grad.georgetown.edu/pages/scholarships.cfm</a></td>
</tr>
<tr>
<td>Assistantships</td>
<td><a href="http://grad.georgetown.edu/pages/assistantships.cfm">http://grad.georgetown.edu/pages/assistantships.cfm</a></td>
</tr>
<tr>
<td>Fellowships</td>
<td><a href="http://grad.georgetown.edu/pages/fellowships.cfm">http://grad.georgetown.edu/pages/fellowships.cfm</a></td>
</tr>
<tr>
<td>Awards and Student Fees</td>
<td><a href="http://grad.georgetown.edu/pages/awards_and_student_fees.cfm">http://grad.georgetown.edu/pages/awards_and_student_fees.cfm</a></td>
</tr>
<tr>
<td>Tax Information</td>
<td><a href="http://grad.georgetown.edu/pages/tax_information.cfm">http://grad.georgetown.edu/pages/tax_information.cfm</a></td>
</tr>
<tr>
<td>Helpful Resources</td>
<td><a href="http://grad.georgetown.edu/pages/finhelp.cfm">http://grad.georgetown.edu/pages/finhelp.cfm</a></td>
</tr>
<tr>
<td>Council of Graduate Schools’ Resolution</td>
<td><a href="http://grad.georgetown.edu/pages/cgsresolution.cfm">http://grad.georgetown.edu/pages/cgsresolution.cfm</a></td>
</tr>
<tr>
<td>For incoming students who receive their offers during the</td>
<td></td>
</tr>
</tbody>
</table>
admit w/ aid period

**Forms for Financial Aid**  [http://grad.georgetown.edu/pages/current_student_forms.cfm#tax_forms](http://grad.georgetown.edu/pages/current_student_forms.cfm#tax_forms)

---

**Sites for Directors and Administrators**

*These websites are HIDDEN. Please BOOKMARK them in your browsers.*

<table>
<thead>
<tr>
<th>Site</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page for Directors and Administrators</td>
<td><a href="http://grad.georgetown.edu/pages/directors_administrators.cfm">http://grad.georgetown.edu/pages/directors_administrators.cfm</a></td>
</tr>
<tr>
<td>Campus Resources</td>
<td><a href="http://grad.georgetown.edu/pages/campus_resources.cfm">http://grad.georgetown.edu/pages/campus_resources.cfm</a></td>
</tr>
<tr>
<td>Paperwork and Hiring, Top Page</td>
<td><a href="http://grad.georgetown.edu/pages/paperwork_and_hiring.cfm">http://grad.georgetown.edu/pages/paperwork_and_hiring.cfm</a></td>
</tr>
<tr>
<td>Hiring Graduate Students</td>
<td><a href="http://grad.georgetown.edu/pages/hiring.cfm">http://grad.georgetown.edu/pages/hiring.cfm</a></td>
</tr>
<tr>
<td>Non-Service Awards</td>
<td><a href="http://grad.georgetown.edu/pages/non_service_awards.cfm">http://grad.georgetown.edu/pages/non_service_awards.cfm</a></td>
</tr>
<tr>
<td>Deadlines</td>
<td><a href="http://grad.georgetown.edu/pages/deadlines.cfm">http://grad.georgetown.edu/pages/deadlines.cfm</a></td>
</tr>
</tbody>
</table>
A Guide to Merit-Based Financial Aid

Contacting the Office
Please direct **all inquiries and documentation** relating to budgets, scholarships, stipends, and direct deposits to gradfinaid@georgetown.edu ONLY.
The following office hours are open for students and administrators to ask Harsimrat (Simmer) Grewal questions regarding merit-based financial aid:
- Students: Monday and Wednesday 3-5pm
- Administrators: Tuesday and Thursday 2-4pm

Budgets
**Remember to send an updated budget to gradfinaid when ANY changes in registration, amount of scholarship/stipend, etc. occur.**

Filling out the Budget Spreadsheet
*The template created by the Graduate School must be used for submitting the program budget.*
- Include the semester of matriculation, student name, GUID (Banner ID for incoming students), semester of award, amount offered, type of award, credit hours in which the student is enrolled, and cost center. Refer to the example budget for guidance.
- The type of award will be scholarship, non-service stipend, or service stipend. Note on the budget whether the service stipend can be categorized as Teaching Associate (TS), Teaching Assistant (TA), or Research Assistant (RA). An explanation of these awards is below.
- Always list a dollar amount for the scholarship or stipend. For example, “9 credits” is insufficient, but $14,607 is acceptable.
- Fill out the budget with information for each individual student receiving aid, even if each student in the program receives the same amount of scholarship and stipend funding.
- Use the Financial Affairs website to create new cost centers before submitting the budget. See http://financialaffairs.georgetown.edu for further details.
- Use the checklist included with the budget template to make sure all necessary information is included.
- Remember, the budget is both the primary form of communication with our office that ensures the Graduate School has financial information for your program and it serves as the only audit trail for program requests. It is imperative that the budget be updated and resent with each change.

A Note about Incoming Students
- We are moving to online letters for next year!
- There will be one online letter which will serve as both the general admissions letter and the merit-based letter if aid applies.
- Merit info will have to be ready at the time of the admission decision.

Stipends
*Non-service (or fellowship)* stipends have no work obligation. Any funding from outside the program allocation MUST be noted on the budget with the cost center. Ex: Healy Fellowship [cost center], Truman Fellowship [cost center], etc.
Paperwork for non-service (or fellowship) stipends:
• Direct deposit form (US citizens and permanent residents only)

Service (or assistantship) stipends have a work obligation. Assistantships are classified into three types, determined by the work completed by the budget. The type should be noted on the budget by the program administrator.

Teaching Associate (TS) – The student is the instructor of record for a course, leading his or her own class. The student must also be registered under the 999-05 section of thesis research. **There is no charge for this section of thesis research, therefore no scholarship is required.** For this reason, both Megan Bergkamp and Harsimrat (Simmer) Grewal should be notified when a student receives a service stipend as a TS.

Teaching Assistant (TA) – The student assists the professor in leading lectures, grading, or other course-related tasks. The student’s position requires teaching responsibilities and is not clerical in nature.

Research Assistant (RA) – The student assists a faculty member in research. This may include the professor’s personal research or research for the department.

Paperwork for service (or assistantship) stipends:
• Processing Transaction Form (PTF) completed by Simmer Grewal after the program budget is submitted.
• New students: I-9 forms and other tax documentation completed by the program and the student.
• Direct deposit form (US citizens or international students)

Remember to collect the correct direct deposit form for the type of stipend received by the student! Direct deposit paperwork for fellowships is sent to a different office from direct deposit paperwork for assistantships. Accepting the incorrect form for your students delays direct deposit payment.

**IMPORTANT: Students receiving fellowship funding may not simultaneously be on an assistantship during the same semester.** No exceptions. Students may, however, be granted a non-service stipend in the fall and a service stipend in the spring, or vice versa.

Language Scholarships
• Requirements for language scholarships are available on the Graduate Bulletin:
  o “The Graduate School will provide tuition scholarships to graduate students in Main Campus programs who need to develop language skills for their research or to meet proficiency requirements. On the recommendation of the student’s Director of Graduate Studies, a scholarship will be provided to cover enrollment in one approved language course per semester.” (page 9)
  o Additional scholarship conditions are available in the Graduate Bulletin on pages nine and ten.
• Use the language scholarship budget template. Requests submitted without using this form will not be honored.
• Include the name, GUID, course name and number, number of course credits for the language course only, and the total credits enrolled including the language course.
• Language courses are priced per credit, the same as all other courses.
• Students must register for the language course before the program submits a language scholarship request. **The department is responsible for confirming student registration prior to requesting a language scholarship.**
• It is important that the language scholarship request reflects the correct total number of credits, especially in cases where need-based aid applies. Student Financial Services uses the total number of credits enrolled for their calculations.

**Lump Sums**
**All lump sum forms must be hand-delivered to Simmer Grewal in Car Barn 423 and are due according to the attached schedule. Late forms will be held until the next pay cycle.**
• Check the attached flow chat to make sure the lump sum is the correct way to pay your student.
• If the student is receiving a lump sum in order to pay for a second job, the department of the second job fills out lump sum paperwork. The home department is the department from which the student is receiving the primary assistantship.
• Fill out the lump sum payment form, available online at http://www3.georgetown.edu/hr/employment_services/forms.html
• Make sure that an authorized signature is on the form. The preparer cannot sign the form for the department.
• Add the work agreement with student acceptance of job and a timesheet.
  • Work agreement includes a description of the work completed by the student, the amount to be paid, and the duration of the appointment.
  • Student acceptance consists of either a signed document or an email from the student in which the student agrees to the description of and payment for the job.
  • Weekly timesheet is necessary in cases of hourly pay and includes the dates and times of the student’s work.
• Hand-deliver the documents to Car Barn 423.
• To be added to the lump sum reminder list, email gradfinaid@georgetown.edu.
When is a lump sum form necessary?
If a student receiving a service (assistantship) stipend needs to be paid for work for Georgetown University outside of assistantship duties, a lump sum form must be filled out.

Some important things to remember:
- Students receiving non-service (fellowship) stipends, may not work for the University.
- The student may not work more than 20 hours per week between jobs. Ph.D. students are required to spend at least 15 hours per week on assistantship duties. Departments must communicate with each other to make sure students do not exceed the 20 hour per week limit.
- The home department may not use the lump sum form to make stipend payments. The Graduate School will prepare payment paperwork for those students receiving service stipends using the department budget.
- The second department, not the home department, fills out the lump sum form.

Stipend Troubleshooting
Preparing Paperwork
- Service stipends require Processing Transaction Forms (PTFs), which are completed by the Graduate School.
  - PTFs include both biographical information about the student and payment information such as the home department and stipend type.
  - Stipend payments will be distributed biweekly, and a total of 17 payments will be made from September to April.
- Assistantships (service) are paid through Payroll.

When a fellowship (non-service) student does not receive a payment, it is important to ask the following questions to assess the situation:
- Has the pay date (the last business day of the month) already passed?
- Has the student received an email from gradfinaid@georgetown.edu indicating that a paycheck is ready for pick-up?
  - The Graduate School no longer holds checks for fellowship students.
  - Fellowship students must pick up their checks at Check Distribution in the lower level of White Gravenor on Main Campus. The Graduate School will continue to send a reminder email to students from gradfinaid@georgetown.edu when checks are ready.
- Is the student supposed to have direct deposit? If so, did the student fill out the correct direct deposit form?
  - Non-service direct deposit forms go to Accounts Payable, NOT Payroll.
  - If the student did not fill out the correct form, he or she should check with Check Distribution to see if a paper check is available for the payment.
- Ask Check Distribution if a check is available before contacting the Graduate School.

If the issue is not solved after asking the above questions, do the following:
- Send an email to gradfinaid@georgetown.edu.
- Attach the most recent program budget with the student’s name highlighted.
- Do not forget to include the student’s name and GUID in the body of the email.
What to Do When a Fellowship Student Does Not Receive a Stipend Payment

Is it the last business day of the month?

no

yes

Is the student supposed to have direct deposit?

no

no

Contact Check Distribution. If no paper check is available, email gradfinaid@georgetown.edu. Attach the most recent program budget with the student’s name highlighted. Make sure to include the student’s name and GUID in the body of the email.

yes

Did the student fill out the correct direct deposit form?

no

no

There’s more than one form?

yes

Contact Simmer in the Graduate School by sending an email to gradfinaid@georgetown.edu. Attach the most recent program budget with the student’s name highlighted. Make sure to include the student’s name and GUID in the body of the email.

yes

Yes! You can find the correct direct deposit form on http://grad.georgetown.edu/pages/current_student_forms.cfm

Stipend payments are distributed on the last business day of the month.

IMPORTANT: Checks are no longer held in the Graduate School Office. All students on fellowship must pick up their checks in Check Distribution, located in the lower level of White Gravenor. The Graduate School will continue to send reminder emails from gradfinaid@georgetown.edu when checks are available.
<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost or Award</th>
<th>Ph.D. or Masters?</th>
<th>Paid by Whom?</th>
<th>Credit Hours at which Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,623 per credit</td>
<td>Both</td>
<td>Scholarship from program</td>
<td>n/a</td>
</tr>
<tr>
<td>Stipend</td>
<td>Up to $20,000 per year (Ph.D.)</td>
<td>Masters programs set the stipend rate for their students.</td>
<td>Stipend from program</td>
<td>(Ph.D. students must work 15 hours per week)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,895 per year</td>
<td>Ph.D.</td>
<td>Graduate School pays if receiving stipend at least one semester</td>
<td>8</td>
</tr>
<tr>
<td>Yates Fee</td>
<td>$174 per semester</td>
<td>Both</td>
<td>Paid by student unless offered by program</td>
<td>9</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$50 per year</td>
<td>Both</td>
<td>Paid by student unless offered by program</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Table of Graduate School Fees for the 2011-12 Academic Year
Recipient Obligations Statement

Graduate Merit-Based Financial Aid

Academic Year 2011-2012

Graduate School of Arts and Sciences

Revised May 2011

Previously published versions of the Recipient Obligations Statement are superseded by this document.
Introduction

Congratulations on being offered a Georgetown University Graduate School merit-based financial aid award. The primary purpose of these offers of financial support is to assist graduate students in the pursuit of their academic careers and the timely completion of their Graduate School degrees. Awards are provided on a semester-to-semester or year-to-year basis. Awards may be renewed, subject to departmental recommendation and continued satisfactory progress toward the Graduate School degree, up to the maximum time limits for support set by each department and by the Graduate School. Reviews of all merit-based financial aid awards are conducted annually.

This award carries with it several obligations, which are described below. You must read the following documentation:

1. This document, which is the Recipient Obligations Statement. It is also posted on our website at http://grad.georgetown.edu/pages/obligations.cfm.
3. The "Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants" from the Council of Graduate Schools: http://grad.georgetown.edu/pages/cgsresolution.cfm.
5. Georgetown University’s Student Affairs policies: http://studentaffairs.georgetown.edu/policies.html.

To accept your award, complete the following steps:

1. Review your award letter
2. Initial in the indicated areas to confirm that you have read the required materials
3. Sign and date the bottom of your award letter
4. Make a copy of your signed award letter and keep it for your records
5. Return your signed award letter to the Graduate School by the deadline indicated on your award letter

If you do not respond by the deadline, the offer will be rescinded.

Information on any changes in the policies, procedures or requirements associated with merit-based Graduate School financial aid awards will be distributed to all graduate departments and programs and will be posted on the Graduate School's website, http://grad.georgetown.edu/pages/support.cfm and its related subpages. It is your responsibility to remain aware of any changes
in these policies and procedures. If you have any questions, please contact Ms. Harsimrat (Simmer) Grewal in the Graduate School at gradfinaid@georgetown.edu.

Types of Merit Awards Available

Scholarship, assistantship (service stipend), and fellowship (non-service stipend) awards are generally available for both master’s and Ph.D. students. However, stipend awards are not common amongst master’s programs. As a condition of these awards, students must make satisfactory progress towards their Graduate School degree, as determined by the academic programs and the Graduate School. Review the tables below for information about the types of awards available.

Types of Merit Awards

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Definition</th>
<th>Distribution Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Partial or full award to cover coursework required for your degree</td>
<td>Paid directly to the Office of Student Accounts</td>
</tr>
<tr>
<td></td>
<td>*Does not cover student fees</td>
<td></td>
</tr>
<tr>
<td>Assistantship Stipend</td>
<td>Stipend awarded for service</td>
<td>Paid directly to the student</td>
</tr>
<tr>
<td>Fellowship Stipend</td>
<td>Stipend with no service obligation</td>
<td>Paid directly to the student</td>
</tr>
</tbody>
</table>

Duration of Awards

<table>
<thead>
<tr>
<th>Student Type / Matriculation</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ph.D. Student-</strong></td>
<td></td>
</tr>
<tr>
<td>Matriculated with full Graduate School merit scholarship AND stipend package</td>
<td>5-Year Commitment</td>
</tr>
<tr>
<td></td>
<td>Student is offered five (5) consecutive years of scholarship + stipend from point of matriculation into the Ph.D. program, counted continuously.</td>
</tr>
<tr>
<td><strong>Ph.D. Student –</strong></td>
<td></td>
</tr>
<tr>
<td>Matriculated with a partial Graduate School merit package OR no merit package</td>
<td>Offers are made semester to semester, or year to year</td>
</tr>
<tr>
<td></td>
<td>Student is eligible for Graduate School funding during the first five years of their study, counted continuously from point of matriculation into the Ph.D. program, although awards are not guaranteed</td>
</tr>
<tr>
<td><strong>Master's Student</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offers are made semester to semester, or year to year</td>
</tr>
</tbody>
</table>

Funding eligibility, similar to time-to-degree, is calculated continuously from the point of matriculation. For Ph.D. students, this means that they are eligible for Graduate School support through the fifth year of study. Certain leaves of absence, declining funds with no competitive external award, the use of faculty grants, and other similar instances do not qualify students for funding eligibility extensions. Should you have a question about your funding eligibility, please contact the Graduate School at gradfinaid@georgetown.edu.

This information is also posted on our website at http://grad.georgetown.edu/pages/support.cfm.
Graduate School Scholarship Awards

Graduate School Scholarship awards are offered for students in many academic programs. Master’s and Ph.D. students receiving scholarship-only awards may have a portion or all of their tuition covered in a given semester or year. When a Ph.D. student receives a stipend award from Georgetown University, the scholarship covers the full tuition for courses pertaining to their degree program for the duration of the stipend award, as well as a credit to cover the fee for their individual Georgetown University Health Insurance.

Graduate School Scholarship awards only cover tuition charges for coursework to be applied toward your degree program. They do not cover academic fees, mandatory student fees or non-mandatory student fees (e.g. the Yates Field House fee, the Health Insurance fee, lab fees, language fees, technology fees, etc.). They also do not cover courses from which you withdraw.

Withdrawal from Courses

Courses from which you withdraw do not apply towards your degree. Therefore, if you withdraw from a course, the entire scholarship for that course will be taken away. Any prorated tuition charges assessed for a course from which you withdraw will be your responsibility. Below is a scenario to depict what happens when you withdraw from a course. Please note that the withdrawal schedule used in this scenario is based on the University Registrar’s withdrawal schedule for the 2010-2011 academic year.

Scenario: You register for a course worth 3 credits. You decide to withdraw from the course.

Given: The Registrar has a refund schedule posted at: http://registrar.georgetown.edu/tuition/. Depending on when you withdraw from a course, only a certain percentage of the cost of the course will be taken off your student account. That percentage decreases as the semester progresses.

Example using 2011-2012 tuition rates (3 credits = $4,869):

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Amount on Student Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for a 3 credit course</td>
<td>$4,869</td>
</tr>
<tr>
<td>Amount of scholarship</td>
<td>$4,869</td>
</tr>
</tbody>
</table>

Here is the cost to you after withdrawing from the course:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Refund Rate</th>
<th>Amount on Student Account (Amount you must pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship after Withdrawal (at any point)</td>
<td>------------</td>
<td>$0 - no credit</td>
</tr>
<tr>
<td>Withdraw during Add/Drop</td>
<td>100%</td>
<td>$0 - no charge</td>
</tr>
<tr>
<td>Withdraw in 4th week</td>
<td>80%</td>
<td>$973.80 charge</td>
</tr>
<tr>
<td>Withdraw in 8th week</td>
<td>50%</td>
<td>$2,434.50 charge</td>
</tr>
<tr>
<td>Withdraw after 9th week</td>
<td>0%</td>
<td>$4,869 charge</td>
</tr>
</tbody>
</table>

The same policies and procedures apply each semester. Check the University Registrar’s website for updates regarding the refund rate and schedule. Plan your course registration carefully and communicate with your program early about your registration plans.

Other Limitations
All award recipients must make satisfactory progress toward their graduate degree, as determined by their academic program and the Graduate School.

Failure to maintain satisfactory degree progress or violations of academic integrity may result in termination of your award and retroactive revocation of the entire Graduate School Scholarship award for the current semester. In addition, Ph.D. students are required to be enrolled full-time as a condition of their scholarship award. Master’s programs vary in the number of credits required for the scholarship award, so master’s students must verify with their program the level of enrollment required as a condition of the scholarship award.

Graduate School Scholarships do not cover courses retaken to fulfill degree requirements.

If you did not receive a passing grade for a required course and, therefore, had to retake that course, you would not receive a Graduate School Scholarship for that course again. The cost of retaking that course would be your responsibility.

Students are not permitted to take a refund on scholarship awards.

If your tuition (the cost of your coursework) is less than the scholarship awarded, the excess funds will revert back to Georgetown University. Should you receive a refund as a result of unused scholarship funds from your student account, you agree to notify your academic program and the Graduate School and return the funds to Georgetown University immediately. If you do not return the funds, you will be billed for them via your student account; late fees and service charges associated with that amount will also be your responsibility.

Scholarship recipients are not permitted to provide any service as a condition of the scholarship award.

If service is expected, your academic program must contact the Graduate School to arrange for the appropriate portion of the award to be administered as an assistantship stipend, with appropriate tax withholding. Please read the section “Graduate School Assistantship Awards” for more information.

International students may have additional requirements.

If you are an international student, you should read the section of this document titled “Important Tax and Immigration Information.” You should also talk with the Office of International Programs about the enrollment requirements related to your visa status. In addition, you must contact Lawrence Smith in the Tax Department for information regarding additional tax obligations that may be associated with your award. You might also need to consult a personal tax advisor.

Talk with your program if you have questions about unused portions of a scholarship award.

Graduate School Scholarship awards are usually divided between semesters of the academic year. Unused portions of a scholarship provided for Fall semester can be applied only towards the following Spring semester, with the explicit approval of your academic program and the Graduate School; it cannot be applied to semesters beyond that Spring semester or to past semesters. Unused portions of a Spring semester scholarship cannot be applied toward any past or future semesters. This stipulation applies both to scholarship-only awards and to the scholarship component of an assistantship or fellowship award.

For example, suppose you were awarded 12 credits of scholarship support for the Fall semester and no scholarship support for the following Spring semester. If you register for only 9 credits in the Fall semester, you may request through your academic program that the remaining 3 credits of scholarship support be carried over to the following Spring semester. If approved by both your program and the Graduate School, the 3 credits of scholarship will be credited to your account for Spring semester. However, if you are awarded 12 credits of scholarship for the Spring semester and register for only 9 credits, the 3 credits of unused scholarship will revert back to Georgetown University; you will not be permitted to apply the credits to either preceding semesters or to future semesters.
The Office of Student Accounts provides general tax information, including notes about Form 1098T, that might be related to scholarship awards on their website at: [http://studentaccounts.georgetown.edu/Information/1098T/Index.html](http://studentaccounts.georgetown.edu/Information/1098T/Index.html).

This information is also posted on our website at [http://grad.georgetown.edu/pages/scholarships.cfm](http://grad.georgetown.edu/pages/scholarships.cfm).

### Graduate School Assistantship Awards

Graduate School Assistantship stipends are merit-based stipends provided in return for service. They are also referred to as “service stipends.” You may be appointed as a Research Assistant, Teaching Assistant or Teaching Associate. These assistantship stipends are generally available only for Ph.D. students, although some master’s programs offer assistantships as well. Students may be provided a Graduate School Assistantship for a full academic year or for a single semester. Students receiving a Graduate School Assistantship stipend in one semester of an academic year may be given a Graduate School Fellowship stipend the other semester.

The table below describes the details of assistantship awards. Specific duties are assigned by the individual academic programs.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Duration of Appointments</th>
<th>Rate of Pay</th>
<th>Scholarship provided?</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. Student</td>
<td>Fall-only: September – December</td>
<td>$10,000 / semester; $20,000 / academic year</td>
<td>Yes</td>
<td>15 hours per week</td>
</tr>
<tr>
<td></td>
<td>Spring-only: January – May</td>
<td></td>
<td></td>
<td>(Same for all Ph.D.</td>
</tr>
<tr>
<td></td>
<td>Full Year: September - May</td>
<td></td>
<td></td>
<td>stipends)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master's Student</td>
<td>Fall-only: September – December</td>
<td>No standard rate</td>
<td>Varies by program.</td>
<td>Varies by program /</td>
</tr>
<tr>
<td></td>
<td>Spring-only: January – May</td>
<td>Generally ranges from $4,000 to $18,000 /</td>
<td></td>
<td>department</td>
</tr>
<tr>
<td></td>
<td>Full Year: September - May</td>
<td>academic year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rate may be higher or lower in some cases</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assistantship awards are generally not available in the summer, unless individual departments or programs offer them independently. Summer stipends do not have a standard rate of pay for Ph.D. or master's students. Contact your academic program if you have questions regarding possible summer opportunities.

**Assistantship stipend payments will be distributed on a biweekly basis: twice per month on the following schedule:**

<table>
<thead>
<tr>
<th>Duration of Appointment</th>
<th>Payment Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Year</td>
<td>September, October, November, December</td>
</tr>
<tr>
<td></td>
<td>January, February, March, April</td>
</tr>
<tr>
<td>Fall-only</td>
<td>September, October, November, December</td>
</tr>
<tr>
<td>Spring-only</td>
<td>January, February, March, April</td>
</tr>
</tbody>
</table>
Taxes and IDs

General tax information regarding assistantships is available at this website: [http://financialaffairs.georgetown.edu/tax/tax.html](http://financialaffairs.georgetown.edu/tax/tax.html). You should also read the “Important Tax and Immigration Information” section of this document.

**All assistantship recipients must have a valid U.S. Social Security number.** Individuals who do not have a U.S. Social Security number must apply for one through any Social Security Administration office; international students must apply after they have entered the United States. For specific information on obtaining a social security number, please see the website provided by the Office of International Programs: [http://oip.georgetown.edu/isss/ssn.htm](http://oip.georgetown.edu/isss/ssn.htm).

International students must meet with Lawrence Smith in the Tax Department to complete all necessary tax forms. Review this website to prepare for the meeting: [http://www.georgetown.edu/finaff/tax/nonuscit.html](http://www9.georgetown.edu/finaff/tax/nonuscit.html).

Georgetown University reports assistantship payments to both the recipient and to the United States Internal Revenue Service (IRS) as taxable income. The Payroll Office distributes W-2s directly to the student.

If you have any other general questions regarding taxes, contact the Tax Department at 202-687-5448. Consult a personal tax advisor if you require detailed guidance.

Paperwork

All students must complete the following paperwork with their academic program or department of hire when starting assistantship for the first time (and if they have not worked at Georgetown University recently):

- ✔ Form I-9 **with a valid social security number** (bring required identification and documentation)
- ✔ Federal Tax Form W-4
- ✔ State Tax Form
- ✔ Direct Deposit

These forms can be found on the Student Employment website: [https://seo.georgetown.edu/Cmx_Content.aspx?cpId=17](https://seo.georgetown.edu/Cmx_Content.aspx?cpId=17).

If you have already completed these documents and were recently employed at Georgetown University, you might not need to complete these forms again. However, students whose I-9 documentation has expired may be required to complete Form I-9 again. Your academic program (or department of hire) will contact you should you need to complete any mandatory forms. International students should meet with the Tax Department to complete their tax forms. Contact the Graduate School at gradfinaid@georgetown.edu if you have any questions.

Other Limitations

**All recipients must make satisfactory progress toward their graduate degree, as determined by their academic program and the Graduate School.**

Failure to maintain satisfactory degree progress or violations of academic integrity may result in termination of your award and retroactive revocation of the entire Graduate School Scholarship portion of the award for the current semester. In addition, Ph.D. students are required to be enrolled full-time as a condition of their assistantship award. Master’s programs vary in the number of credits required for assistantship awards, so master’s students must verify with their program the level of enrollment required as a condition of the award.

**Assistantship recipients may only serve or work a combined total of 20 hours per week during the academic year.**

Immigration law restricts international students to a combined total of 20 hours of service per week without exception, so international students are advised to monitor their hours carefully. **However, all graduate students, regardless of citizenship status, are limited to a combined total of 20 hours of service per week while on assistantship during the academic year.**
Ph.D. assistantships occupy 15 hours per week, so Ph.D. students on assistantship may perform additional service at Georgetown University for up to 5 hours per week. Master’s students must verify with their academic program or department of hire the number of hours of service scheduled for their assistantship award. Students must monitor their hours so as to not surpass the 20-hour per week limit.

*The Graduate School is required to correct any errors in payment when they are found.*

The Graduate School is required to correct any errors when they are found. In the event you receive or miss a stipend payment in error (e.g. a double payment, a payment during a semester in which you were not awarded stipend, an incorrect payment amount, a missed payment, etc.) you agree to notify your program administrator and the Graduate School immediately. You must return excess payments to Georgetown University immediately.

*Any unused portion of an assistantship award will revert back to Georgetown University.*

Graduate School Assistantship awards provided to Ph.D. students include a scholarship component during the period of award.

Graduate School Assistantship awards provided to Ph.D. students include a scholarship component to cover coursework required for their degree program during the period of award. Ph.D. students appointed as Teaching Associates who have already completed all coursework for their degree will be enrolled in a specific registration category under thesis research that charges no tuition. As a result, no scholarship will be needed for the duration of that appointment.

Master’s assistantships generally do not carry a scholarship component, though some programs might provide a scholarship. Master’s students should contact their programs for additional information. Refer to the section "Graduate School Scholarship Awards" for general policies regarding scholarship awards.

This information is also posted on our website at [http://grad.georgetown.edu/pages/assistantships.cfm](http://grad.georgetown.edu/pages/assistantships.cfm).

### Graduate School Fellowship Awards

Graduate School Fellowship stipends are merit-based stipends provided without a service obligation. They are also referred to as “non-service stipends.” These fellowship stipends are generally available only for Ph.D. students, although some master’s programs offer fellowship stipends as well. Students may be provided a Graduate School Fellowship for a full academic year or for a single semester. Students receiving a Graduate School Fellowship in one semester of an academic year may be appointed to a Graduate School Assistantship the other semester.

The table below describes the kinds of fellowship awards available.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Duration of Award</th>
<th>Rate of Pay</th>
<th>Scholarship Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ph.D. Student</strong></td>
<td>Fall-only: September – December</td>
<td>$10,000 / semester; $20,000 / academic year</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Spring-only: January – April</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full Year: September – April</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Master’s Student</strong></td>
<td>Fall-only: September – December</td>
<td>No standard rate</td>
<td>Varies by program.</td>
</tr>
<tr>
<td></td>
<td>Spring-only:</td>
<td>Generally ranges from $4,000</td>
<td>Some programs offer</td>
</tr>
<tr>
<td>Duration of Appointment</td>
<td>Payment Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Year</td>
<td>September, October, November, December, January, February, March, April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall-only</td>
<td>September, October, November, December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring-only</td>
<td>January, February, March, April</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fellowship stipend payments will be distributed on a monthly basis: once per month at the end of each month on the following schedule:**

**Taxes, IDs and Paperwork**

Information on tax obligations for non-service stipends is available on the Tax Department’s website: [http://www9.georgetown.edu/finaff/tax/nssfaq.html](http://www9.georgetown.edu/finaff/tax/nssfaq.html). Tax reporting for U.S. citizens and permanent residents is handled differently than tax reporting for international students.

**U.S. Citizens and Permanent Residents—**

Georgetown University does not report fellowship stipends for U.S. citizens or permanent residents to the United States Internal Revenue Service. Therefore, no W-2 or other document will be distributed for non-service stipend awards. The only records you will have of the award are your Graduate School award letter and your bank statement. Please keep those for your reference. As noted above, the Tax Department provides general information about reporting non-service stipends. If you need additional guidance, please consult a personal tax advisor.

Direct deposit is available for U.S. citizens and permanent residents receiving non-service stipend. The payments are distributed through the Accounts Payable office. **Therefore, the direct deposit form is different from the one used for assistantship (service) stipends, which are distributed through the Payroll office.**

The form for direct deposit for fellowship (non-service) stipends is available at: [http://grad.georgetown.edu/pages/current_student_forms.cfm#tax_forms](http://grad.georgetown.edu/pages/current_student_forms.cfm#tax_forms). It is called “Direct Deposit: Fellowship (Non-Service) Stipends.” Complete the form, attach a voided check in the area indicated, and bring both the completed form and voided check to the Graduate School office in Car Barn 400.

**International Students –**

Georgetown University may be required to report fellowship stipends for international students to the Internal Revenue Service. International students are required to meet with the Tax Department to complete all necessary tax paperwork.

International students may also be required to obtain either a U.S. Social Security Number or IRS Individual Taxpayer ID number. Check with the Office of International Programs and the Tax Department for specific guidance.

At this time, direct deposit is not available for international students receiving fellowship (non-service) stipend.

**Other Limitations**

<table>
<thead>
<tr>
<th>Duration of Appointment</th>
<th>Payment Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Year</td>
<td>September, October, November, December, January, February, March, April</td>
</tr>
<tr>
<td>Fall-only</td>
<td>September, October, November, December</td>
</tr>
<tr>
<td>Spring-only</td>
<td>January, February, March, April</td>
</tr>
</tbody>
</table>

- stipend-only awards.
- Other programs offer a partial or full scholarship component.
All recipients must make satisfactory progress toward their graduate degree, as determined by their academic program and the Graduate School.

Failure to maintain satisfactory degree progress or violations of academic integrity may result in termination of your award and retroactive revocation of the entire Graduate School Scholarship portion of the award for the current semester. In addition, Ph.D. students are required to be enrolled full-time as a condition of their fellowship award. Master’s programs vary in the number of credits required for the fellowship award, so master’s students must verify with their program level of enrollment required as a condition of the award.

Fellowship recipients may not serve or work at Georgetown University for the duration of their award.

Fellowship recipients are expected to devote their efforts fully to their studies. Therefore, recipients may not serve or work at Georgetown University for the duration of the fellowship award, during the academic year.

The Graduate School is required to correct any errors in payment when they are found.

The Graduate School is required to correct any errors when they are found. In the event you receive or miss a stipend payment in error (e.g. a double payment, a payment during a semester in which you were not awarded stipend, an incorrect payment amount, a missed payment, etc.) you agree to notify your program administrator and the Graduate School immediately. You must return excess payments to Georgetown University immediately.

Any unused portion of a fellowship award will revert back to Georgetown University.

Graduate School Fellowship awards provided to Ph.D. students include a scholarship component during the period of award.

Graduate School Fellowship awards provided to Ph.D. students include a scholarship component to cover coursework required for their degree program during the period of award. Master’s fellowships generally do not carry a scholarship component, though some programs might provide a scholarship. Master’s students should contact their programs for additional information. Refer to the section “Graduate School Scholarship Awards” for general policies regarding scholarship awards.

Health Insurance for Graduate Students

All graduate students who are enrolled full-time are required to have health insurance. A charge for the Georgetown University sponsored plan will automatically be assessed to the student account of graduate students enrolled for 8 or more credit hours or Thesis Research. Graduate students who are already insured under another plan and whose coverage will continue for the entire school year must WAIVE the University insurance in order to have the charge removed from their student account. Health insurance can be accepted or waived online via MyAccess: [https://myaccess.georgetown.edu/](https://myaccess.georgetown.edu/).

Ph.D. students who are awarded an assistantship or fellowship that provides a full stipend will have the fee for the Georgetown University sponsored individual plan paid by the Graduate School. In order to be eligible, the Ph.D. student must hold a full Graduate School Assistantship (one in which the student performs 15 hours of service per week) or hold a full non-service Graduate School Fellowship during the Fall and/or Spring semester. The Graduate School does not pay the individual health insurance fee for Ph.D. students receiving scholarship-only awards. Also, the Graduate School does not pay the individual health insurance fee for master’s students. All master’s students are responsible for paying the fee themselves.

The funds provided by the Graduate School to eligible Ph.D. students will be used to pay the fee assessed for the Georgetown University sponsored individual health insurance plan. These funds may not be used for any other purpose, including the purchase of the Georgetown University-sponsored family plan or other insurance coverage. If a student waives the Georgetown University sponsored plan, the Graduate School funds will be withdrawn from the student's account. Students are not permitted to take a refund on unused funds that were intended to cover the health insurance fee.

Under the Georgetown University sponsored health insurance plan, covered students have the option of purchasing dependent coverage. The funds provided by the Graduate School, however, will be limited to the cost for coverage of the eligible student
alone. Under no conditions will the Graduate School support the cost of health insurance coverage for the student’s dependents or family.

Detailed information regarding the Georgetown University Health Insurance plan is available at: http://studentaffairs.georgetown.edu/insurance/. Additional contact information for the Student Health office is available in the “Other Important Resources” section at the end of this document.

Important Tax and Immigration Information

Georgetown University’s Tax Department maintains the most accurate and current information concerning tax obligations. Information on reporting can be found on the Tax Department website at: http://www9.georgetown.edu/finaff/tax/tax.html. Please keep in mind that this information is general. If you require specific personal counsel, you may need to speak with a personal tax advisor.

International students who receive any type of Graduate School Assistantship, Scholarship, or Fellowship award will be required to complete a special set of tax forms before their award can be processed. Some forms only need to be completed once, while others may need to be updated annually. Recipients must contact Lawrence Smith in the Tax Department for specific requirements. His e-mail address is smithl@georgetown.edu and his phone number is 202-687-5448. His office is located at 2121 Wisconsin Avenue on the 4th floor. Please review this website before meeting with him: http://www9.georgetown.edu/finaff/tax/nonuscit.html.

**International students receiving an assistantship stipend will be required to have a valid United States Social Security Number (SSN).** Any individual for whom the University is required to report taxable or non-taxable income to the Internal Revenue Service (IRS) will be required to have a valid United States identification number. This number can be either a valid SSN or an IRS Individual Taxpayer Identification Number (ITIN). The ITIN is suitable only for those individuals who do not already have a SSN and do not have work authorization, therefore precluding them from obtaining a valid SSN. Further information and forms are available from Lawrence Smith of the University’s Tax Department. The Office of International Programs also posts specific tax information for international students at http://oip.georgetown.edu/isss/tax.htm, and specific instructions on applying for social security numbers are available at http://oip.georgetown.edu/isss/ssn.htm.

International students should note that in some cases a portion of or the entire amount of any award may be subject to mandatory Federal, State, and Employment tax withholding. In addition, international students must hold a visa status that permits them to receive the award. Students holding a valid F-1 or J-1 status sponsored by Georgetown University are eligible for any of the awards offered by the Graduate School. For international students who will not be in a GU-sponsored F-1 or J-1 status, it is important that you contact the Office of International Programs to confirm that you will be eligible to receive the award you have been offered. Awards will not be given to students who are ineligible based on visa status. The Office of International Programs is located at 3520 Prospect Street, NW, Car Barn Suite 210; the telephone number is (202) 687–5867.

The Office of International Programs also offers other extremely beneficial information, resources and workshops for international students. Please take advantage of their website: http://oip.georgetown.edu/isss/.

Acceptance Information

Please be sure to carefully review the details of your award for the academic year. Your acceptance not only indicates that you wish to accept the award presented, but that the information accurately reflects the academic plans you have shared with your program. Therefore, it is important that you talk with your program about your academic plans.

In order to ensure that you have received this information and that you understand your obligations as a recipient of a Graduate School Assistantship, Scholarship, or Fellowship, you must initial all indicated areas on your letter, sign it and date it. Keep a copy of your signed letter for your records. Return the signed award letter to the Graduate School. Your award cannot be processed until we have received the signed letter. You may return the signed award letter via e-mail, fax, post, or hand carry. Here is the contact information:
Student Responsibilities / Checklists

There are several important tasks you must complete in order to begin your semester successfully. The following information is **not** a comprehensive list of all tasks you must complete at the university. However, it provides some important guidelines for your merit-based financial aid award.

**Graduate School**

- Where applicable, return your enrollment confirmation form to the Graduate School Admissions Office.
- Where applicable, submit all outstanding transcripts or other admissions materials to the Graduate School.
  - Check your admissions letter to see what items you need to submit and to whom those items should be sent.
- Return your signed merit-based financial aid award letter to the Graduate School.
- Make sure you have a copy of your signed award letter for your records.

**Registration**

- Meet with your program to discuss your registration plans.
- Register for classes via MyAccess: [https://myaccess.georgetown.edu/](https://myaccess.georgetown.edu/).
- Check your student account after registration.

**Student Financial Services**

- If you are receiving need-based aid through the Office of Student Financial Services, contact your counselor to ensure that you have submitted all the required information and documentation for your need-based aid award to be processed.
- Make sure you have submitted accurate, up-to-date registration information to Student Financial Services so that your need can be correctly calculated.

**Student Accounts**

- If you are receiving scholarship, check your account via MyAccess to confirm that it is posted. If your scholarship has not posted, contact your program administrator.
- Pay for all other coursework and fees through the Office of Student Accounts. Some fees you should be prepared to pay include:
  - Any coursework not covered by your scholarship
  - Georgetown University Health Insurance
  - Yates Field House (gymsnasium)
  - Transcript Fee
  - Language Fee (if applicable, depends on your registration)
  - Technology Fee (if applicable, depends on your program and your registration)
- Lab Fee (if applicable, depends on your program and your registration)
- Any other fees for which you are responsible

Tuition and fee rates are posted to the Student Accounts website at:
http://studentaccounts.georgetown.edu/Information/TuitionandFees/Index.html

Student Accounts offers payment plans to students. Please see this website for more information:
http://studentaccounts.georgetown.edu/Payment/PaymentOptions/GUMPP/Index.html

Be sure to pay by the deadlines posted to the Student Accounts website.

Stipend Paperwork

Assistantship / Service Recipients

Assistantship recipients, particularly those receiving assistantship for the first time or who are not currently in the Payroll system, should be prepared to complete the following forms:

- Form I-9 with a valid social security number
  - You must meet with your program administrator to complete the I-9. Bring all necessary documentation and identification when you meet with your administrator.
- W-4 Tax Form
- State Tax Form
- Direct Deposit

These forms are also available at: https://seo.georgetown.edu/Cmx_Content.aspx?cpId=17. Students already active in the Payroll system may not need to complete these forms again. However, if the I-9 documentation has expired, you may need to redo Form I-9 with your program administrator. Also, if you have experienced any changes that affect your tax status, you may need to complete a new set of tax forms.

International students should meet with the Tax Department to complete all necessary tax forms.

Fellowship / Non-Service Recipients

U.S. Citizens and permanent residents do not need to complete any tax paperwork if receiving non-service stipend. However, direct deposit is available. Use the direct deposit form for non-service stipends posted to the Graduate School website at: http://grad.georgetown.edu/pages/current_student_forms.cfm#tax_forms.

International students must meet with Lawrence Smith in the Tax Department to complete all the necessary paperwork for their stipends. Direct deposit is available for international students receiving assistantship. However, direct deposit is not available for international students receiving fellowship (non-service) stipend.
Other Important Resources

**External Funding Resources**

Information on external funding opportunities is available at: [http://grad.georgetown.edu/pages/external_funding.cfm](http://grad.georgetown.edu/pages/external_funding.cfm).

**Student Financial Services**

You may contact the Office of Student Financial Services for more information about financing your education. The staff can assist you with various financial aid options including Federal Financial Aid, Employment Programs, and Supplemental Loans.

- **Campus Location:** Healy Hall G 19
- **Phone Number:** +1 202-687-4547
- **Fax Number:** +1 202-687-6542
- **Website:**
  - General website: [http://finaid.georgetown.edu/](http://finaid.georgetown.edu/)
  - Site for Graduate Students: [http://www8.georgetown.edu/admin/provost/osfs/grmenu.htm](http://www8.georgetown.edu/admin/provost/osfs/grmenu.htm)

**Student Accounts**

The Office of Student Accounts provides the most up-to-date information about charges related to your bill, and the policies and procedures related to managing your student account. If you have questions about the charges on your bill or would like information about available payment plans, you may contact Student Accounts at:

- **Campus Location:** White-Gravenor Hall G-01
- **Phone Number:** +1 202-687-7100
- **Fax Number:** +1 202-687-1133
- **Email:** studentaccounts@georgetown.edu
- **Website:** [http://studentaccounts.georgetown.edu/](http://studentaccounts.georgetown.edu/)

**University Registrar**

The Office of the University Registrar addresses many student needs related to academic affairs. This office can assist with questions regarding transcripts, registration, scheduling, and many other concerns.

- **Campus Location:** White-Gravenor Hall G-01
- **Phone Number:** +1 202-687-4020
- **Fax Number:** +1 202-687-3608
- **Email:** univregistrar@georgetown.edu
- **Website:** [http://registrar.georgetown.edu/](http://registrar.georgetown.edu/)

**Student Affairs**
The Office of Student Affairs supports student life at Georgetown University. The Graduate Student Guide is a resource specifically developed for graduate students and is available at: http://grad.georgetown.edu/image_pool/File/GradStudentGuide-F2009-10.pdf.

Campus Location: 530 Leavey Center
Phone Number: +1 202-687-4056
Fax Number: +1 202-687-6255
Website: http://studentaffairs.georgetown.edu/

**Student Health Insurance**

Student Health Insurance provides the most detailed information about all Georgetown University health insurance plans available for students.

Campus Location: Henle Village 31
Phone Number: +1 202-687-4883
Fax Number: +1 202-687-4955
E-mail Address: shi@georgetown.edu
Website: http://studentaffairs.georgetown.edu/insurance/

**Office of International Programs (OIP)**

The Office of International Programs provides important services for international students as well as students looking to study abroad.

Campus Location: Car Barn, Suite 210 – Box 571013
Phone Number: +1 202-687-5867
Website: General: http://oip.georgetown.edu/
                      International Students: http://oip.georgetown.edu/isss/

**Tax Department**

The Tax Department provides general information about taxes and may be able to address general questions. However, please keep in mind that you may need to consult a personal tax advisor for additional information and guidance.

Campus Location: 2121 Wisconsin Avenue, 4th Floor
Phone Number: General Questions: +1 202-687-1158 or +1 202-687-5449
                Non-U.S. Citizens: +1 202-687-5448
Fax Number: +1 202-687-2080
E-mail: Non-U.S. citizens should contact Lawrence Smith at smithl@georgetown.edu
Website: http://www9.georgetown.edu/finaff/tax/tax.html
Lump Sum Deadlines for 2011-12

**ALL PAPERWORK MUST BE HAND-DELIVERED TO SIMMER GREWAL IN CAR BARN 423**

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Approximate Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12</td>
<td>August 31</td>
</tr>
<tr>
<td>September 09</td>
<td>September 23</td>
</tr>
<tr>
<td>September 21</td>
<td>October 07</td>
</tr>
<tr>
<td>October 05</td>
<td>October 21</td>
</tr>
<tr>
<td>October 19</td>
<td>November 04</td>
</tr>
<tr>
<td>November 02</td>
<td>November 18</td>
</tr>
<tr>
<td>November 15</td>
<td>December 02</td>
</tr>
<tr>
<td>November 29</td>
<td>December 16</td>
</tr>
<tr>
<td>December 07</td>
<td>December 22</td>
</tr>
<tr>
<td>December 28</td>
<td>January 13</td>
</tr>
<tr>
<td>January 10</td>
<td>January 27</td>
</tr>
<tr>
<td>January 25</td>
<td>February 10</td>
</tr>
<tr>
<td>February 08</td>
<td>February 24</td>
</tr>
<tr>
<td>February 21</td>
<td>March 09</td>
</tr>
<tr>
<td>March 07</td>
<td>March 23</td>
</tr>
<tr>
<td>March 21</td>
<td>April 06</td>
</tr>
<tr>
<td>April 03</td>
<td>April 20</td>
</tr>
<tr>
<td>April 18</td>
<td>May 04</td>
</tr>
</tbody>
</table>

Deadlines for the Graduate School fall before HR and Payroll deadlines to allow time to review documentation before submission. Documents received after these deadlines will **not** be reviewed in time for submission to Payroll.
Documents Missing for Lump Sum Paperwork Completion

- **Pay Group**: 10 denotes biweekly payment, 20 denotes monthly payment. All lump sums are monthly.
- **GUID**
- **Home Department Number**
- **Regular Class Code**: Student’s primary department in the payroll system. Ex: Student paid for second job who is also a TS in English uses English code.
- **Lump Sum Class Code**: Classification of student work.
- **Reason for Payment**: Explain why a lump sum is needed rather than utilizes regular payroll method.
- **Amount of Payment**
- **Cost Center**
- **Payment Category**: Ex: LSOS for second job payment.
- **Authorized Signature**
- **Time Sheet**: List the dates and times of the student’s work.
- **Work Agreement**: Consists of a description of the work to be done by the student.
- **Student Acceptance of Job**: May be a signature or an email acceptance.

For further explanations of any of these categories, please see the attached documentation, also found at [http://seo.georgetown.edu](http://seo.georgetown.edu) and [http://hr.georgetown.edu](http://hr.georgetown.edu).

If you have further questions, please email the Merit-Based Financial Aid Office at gradfinaid@georgetown.edu.
GEORGETOWN UNIVERSITY LUMP SUM PAYMENT FORM

I. EMPLOYEE INFORMATION

Name (L,F,MI): ________________________________ Pay Group: 10 or 20
HOME ID: ________________________________ GU ID: ________________________________
Regular Pin: ________________________________ Regular Class Code: ________________________________
(Circle Pay Group Number) Lump Sum Payment Pin: ________________________________
Lump Sum Payment Class Code: ________________________________

II. PAYMENT INFORMATION

REASON FOR PAYMENT: ____________________________________________________________

DATE(S) OF SERVICE OR PERIOD COVERED:

$ AMOUNT  COST CENTER  FUNCTION

III. PAYMENT CATEGORY:

[ ] Administrative Stipend
[ ] Acting Pay *
[ ] Other Academic Employment *
[ ] Night and Weekend Coverage
[ ] Incentive Payment *
[ ] Snow Emergency, Facilities
[ ] Grant *
[ ] Housing Allowance
[ ] Honorarium
[ ] Leave Pay Out
[ ] Moving Expense Reimbursement (Taxable)
[ ] Negative Payment
[ ] Other Staff Employment
[ ] Other
[ ] Retroactive Payment
[ ] Special Recognition Payment
[ ] Severance **
[ ] Top Off
[ ] Tuition Reimbursement (Taxable)

* Denotes categories that can be multiple payments
** Payment must be authorized by Vice President/Executive Vice President or Designee

IV. PAYMENT TYPE

[   ] One Time Payment: Amount ______________________

[   ] Multiple Payment: Total Contract Amount $ ______________________ Number of Payments ______

V. SIGNATURES

See chart on back of form for required signatures. For RX accounts, I certify that I have first-hand knowledge of (or have suitable means of verifying) work performed by this individual and that the salary distribution is reasonable in relation to the work performed.

Preparer's Name: ________________________________ Phone #: ________________________________

Please print clearly

Department/Date: ________________________________

Authorized signature cannot be the same as preparer!

EVP/VP or Designee/Date: ________________________________

Human Resources/Date: ________________________________

VI. Supporting Documentation is attached: [   ] No [   ] Yes, as listed:

Timesheet, Work agreement/student acceptance

39
Requirements for Submitting Lump Sums for Graduate Students on Assistantship
Prepared by the Graduate School of Arts & Sciences

Requirements

Communication

✓ Contact the Graduate School to 1) verify whether a student is on Payroll, 2) verify whether the student is primarily on assistantship (if they are monthly or biweekly), and 3) to discuss the terms and manner of compensation for your service opportunity.

✓ Contact the student’s primary department to discuss the hours the student will service for both their primary assistantship and the opportunity you offer.

✓ The student, regardless of citizenship status, may not serve more than a combined total of 20 hours per week, per Graduate School policy.

Lump Sum Form Requirements

✓ Student’s full name
✓ Student’s GU ID (lump sums containing SSN or no number at all will be returned)
✓ The regular class code (this pertains to the student’s primary assistantship)
✓ The lump sum payment class code (this pertains to your payment)
✓ The type of work (in the “Payment Information” section)
✓ The number of hours the student served (in the “Payment Information” section)
✓ The rate at which the service is paid (in the “Payment Information” section)
✓ The time frame the lump sum covers (in the “Date(s) of Service or Period Covered” section)
✓ Payment category (This should usually be “Other” as all other categories refer to regular University Employees, not students)
✓ The cost center
✓ The payment amount and number of payments
✓ Signature from the program/department submitting the form

Required Supporting Documentation for Each Lump Sum Submission

✓ A copy of the letter or e-mail that was sent to the student with the following details:
  o The type of service and responsibilities expected of the student
  o The duration of the service opportunity (e.g. one semester, academic year, one month)
  o The hours per week the student is expected to commit
  o The rate of pay
  o Written proof that the student agreed to perform the service
✓ A copy of information to support the number of hours served, broken down by week (e.g. weekly time sheet)

**The above information is required for each and every lump sum submission. Payments cannot and will not be submitted for processing without this information.**

**Routing**

All lump sums must FIRST be submitted to the Graduate School to the attention of Harsimrat (Simmer) Grewal. After review and approval, the forms will be forwarded to Student Employment for processing. Forms sent directly to Student Employment will be rerouted to the Graduate School for review and approval.

**Deadlines**

Like other Payroll paperwork, lump sums should be submitted by the biweekly deadlines established by Financial Affairs, located on their website: [http://www9.georgetown.edu/finaff/payroll/payroll.html](http://www9.georgetown.edu/finaff/payroll/payroll.html).

The “**Documents Due in Human Resources**” date under the Biweekly tab in that document is the date by which the Graduate School must submit all documents to pay graduate students to Student Employment every two weeks for processing. Please send payment documents to the Graduate School **before** that due date to allow plenty of time for review and submission.

Documents received by the Graduate School after the “Documents Due in Human Resources” deadline according to the biweekly pay schedule will be reviewed **the following pay period**.

**Important Rules and Regulations**

Important reasons for sending lump sums to the Graduate School office and adhering to the requirements set above include:

1) International students on F-1 or J-1 visas cannot serve/work more than a combined total 20 hours per week while school is in session, per Immigration Law. This is an absolute standard that cannot be averaged. The Graduate School is required to report all violations of this immigration law to the Office of International Programs. Students are permitted to work full-time during official university holidays and breaks. Please contact the Office of International Programs if you have any questions.

2) Graduate School policy limits all graduate students on assistantship to a combined total of 20 hours per week. Graduate assistantships generally occupy 15 hours per week, so students are usually available to work another 5 hours per week in other Georgetown departments. Assistantships given to master’s students vary in the number of hours they occupy, so please verify the hours with the student’s primary department.
3) Students receiving non-service stipend are not allowed to provide any service or work to Georgetown University during the time in which they receive a non-service stipend. Therefore, this also needs to be carefully monitored by the Graduate School Office.

Contact Information

Office: Graduate School of Arts & Sciences  
Name: Harsimrat (Simmer) Grewal, Assistant Director for Financial Aid  
Location: Car Barn Suite 423  
Phone: 202-687-7753  
E-mail: hkg2@georgetown.edu/gradfinaid@georgetown.edu
Service stipends (assistantships) –
This form may be used by US citizens/permanent residents and international students.
Non-service (fellowships) –
This form may be used by US citizens/permanent residents only.
Please be aware that there will be changes to this procedure once Workday takes effect in Spring 2012. Programs will receive an updated chart with the new steps as soon as details are available.