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Introduction

The Graduate College Assistantship, Tuition Scholarships and Fellowship Office provide this Fellowship Processing Manual to guide you in the process of awarding fellowships to graduate students at Northern Arizona University. We have included all materials to the best of our knowledge that are relevant to the fellowship process. You will find general guidelines and processes for administering Graduate Fellowships (internal and external). We have attempted to outline responsibilities of fellowship recipients, departments, programs, schools, colleges, and the Graduate College. The information provided in this publication is reviewed and revised on a regular basis, and is subject to change. Please check back each year for a new edition of this manual. We hope that these materials will provide you with the necessary knowledge needed to successfully award, administer, and use fellowship funds in the coming academic year. Any questions about the content of this manual should be directed to the Graduate College Assistantship, Tuition Scholarships and Fellowship Office for clarification.

Ramona N. Mellott
Professor and Dean
Graduate College
(928) 523-6534

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Ashurst Building (#11), Room A102
Fellowship Processing Manual

A. Fellowship/Traineeship Policies

I. Definitions

A fellowship is defined as a grant given to the University or directly to a student for the support of a graduate student in his or her study and/or research. A scholarship is an award given by an organization or institution to fund the education of a selected student. These terms are sometimes used interchangeably. Generally, the term fellowship is used when the support is related to graduate study/research under the mentorship of faculty. Traineeships are research fellowships that are awarded to provide educational training in particular disciplinary areas. A grant is generally funds to support a student’s education with few restrictions and in most cases there is no expectation that it has to be paid back. All scholarships and fellowships are considered grants.

The primary purpose of such grants is to further the education and training of the student recipient in his or her individual capacity. These awards are generally designed to provide a living allowance and require no services in return.

In subsequent sections of this manual, the term fellowships will be used to describe both traineeships and fellowships and policies and procedures described will apply to either a traineeship or fellowship.

II. Academic and Scholarly Standards for Fellowship Recipients

Most fellowship awards are offered on a year-to-year basis. Provisions for additional years of funding are generally indicated in the initial letter of offer and are contingent on several factors such as availability of funds, program needs, etc. In addition, continuation of the fellowship award commitment is contingent upon satisfactory academic performance and progress, and the fellow’s ability to meet and maintain the fellowship guidelines. These criteria are established and evaluated by the faculty in accordance with Graduate College policies and procedures. In the rare instance when the faculty or the principal investigator (PI) determines that a fellow fails to meet these criteria, the graduate program contacts the Graduate College to initiate probation or termination procedures of the fellowship commitment. It is important that the fellow be given advance notice and an opportunity for remediation whenever possible prior to termination. The Graduate Assistantship, Traineeship and Fellowship Policy Manual provides additional information on university policies that apply to fellows.

III. Medical Insurance

Northern Arizona University recommends that all fellowship programs include funds that will cover health insurance. If funds for student health insurance are not provided, it is the responsibility of the department or school in which the fellowship recipient is enrolled to ensure student has health insurance coverage.

B. Fellowships and Graduate Assistantships

On rare occasion, students may hold both a fellowship and an assistantship. The number of hours allowed for the assistantship will be determined by the fellowship itself, the type of fellowship and any other regulations established by the funding agency, unit and/or the Graduate College. On occasion, the funding agency may not allow additional appointments for fellowship recipients, so verification must occur prior to processing the additional assistantship appointment. Students who hold dual appointments are entitled to tuition remission/waiver and graduate health insurance that comes as a benefit of a graduate assistantship. Benefits cannot be combined from multiple sources.

I. Graduate Assistant Employment vs. Fellowship Appointment

The Graduate College has established a distinction between graduate fellows and graduate assistants for the purpose of reporting to the Internal Revenue Service (IRS). It is important that the administering department and faculty mentor/supervisor in consultation with the Graduate College and the Office of Grants and Contract Services determine which mechanism (i.e. Graduate Assistant vs. Fellow) is appropriate for a specific award. We are aware that all graduate students receive assistance and direction in the design and conduct of their thesis/dissertation.
research from their major professor, and faculty advisers approve all thesis/dissertation research projects. The similarities between programs notwithstanding, graduate fellows are not graduate assistants/trainees, and payments made to them are not recorded as wages and are generally paid as scholarship stipends through the Office of Student Financial Aid or Accounts Payable. On the other hand, graduate assistants are employees and payments made to them are through payroll and recorded as wages and benefits that accompany these appointments are processed through the Student and Departmental Account’s office and the Office of Student Financial Aid.

II. Determining Status: Graduate Assistant or Graduate Fellow

The following guidelines provide criteria for departments to consider in determining whether it is appropriate to administer Graduate College awards as assistantships rather than fellowships.

1) Graduate fellows receive scholarship or fellowship payments made to assist them in pursuing a course of study or research. This payment is to support highly qualified graduate students and provide them with an opportunity to acquire additional skills that will broadly prepare them for professional careers in the 21st century. NAU does not report the stipend to the IRS. Graduate fellows have the following characteristics:

   - Fellows must be fully admitted and enrolled in a graduate degree program.
   - Fellows must have major professors who can appropriately mentor the proposed research and provide an environment conducive to carrying out this research.
   - Fellows generally are free to explore new areas, depending on the progress of the research.
   - Fellows are not considered employees of the University. Payment is provided in the form of a monthly stipend provided to support the fellow. Stipends are not considered compensation for services.
   - Fellowships generally are awarded to students who may select the faculty adviser with whom they will conduct research while receiving their stipend. Depending on the type of fellowship and the guidelines provided by the organization providing the funds, fellowships may be portable within a program(s), moving with the student if he or she should change advisers; and in the case of some, between institutions.

2) Graduate assistants are employees of the university, receive a salary that is considered payment for services, and the money paid to them (salary) is taxable income reported by the university to the IRS. The salary earned by graduate assistants could be subject to withholding for income tax, Social Security tax, and Medicare, and is reported on the W-2 at year end. Graduate Assistants have the following characteristics:

   - Graduate Assistants must be admitted and enrolled in a graduate degree program.
   - The work for which graduate assistants are being compensated may or may not be related to their degree requirements. For example, a number of departments employ graduate assistants pursuing degrees in other fields of specialization to assist in teaching their classes.
   - If the work graduate students are performing supports the development of their theses, the major professor plays a large role in devising the research plan. Normally, the research is part of the larger program of the major professor. While the student is encouraged to explore new and innovative methods/ideas, the student cannot deviate from the research without the support of the major professor.

III. Implications for Fellowship versus Assistantship Appointments Allowable FTE

Fellowships have no FTE associated with them. When classes are in session, international students who are Fellows are limited by law to work a total of twenty (20) hours per week (i.e., .50 FTE). The twenty hours limit applies to all appointments including combination of monthly and biweekly appointments.

C. Tax Implications for Fellowship Recipients

The interpretation and implementation of the tax laws is the domain of the Internal Revenue Service (IRS). The Graduate College takes no position on the status of a particular taxpayer, nor does it have the authority to dispense tax advice. However, we are providing information so that you are aware that you have US income tax reporting responsibility for your fellowship. It is not intended as legal or tax advice, or as a definitive interpretation of the law. Please note that each fellow is personally responsible for his/her individual tax preparation and payment. Specific questions regarding the tax treatment of this award should be directed to a tax advisor or the Internal Revenue Service.
All awards, scholarships, fellowships, grants, and stipends to NAU students for which no services are required, whether paid through Student Financial Aid or directly by a department/division, are taxable non-employee income to the recipient (taxable non-employee income is a little confusing), except for the portion of these funds used for tuition, registration, other university fees, books, supplies, and equipment required for the course(s) being taken. Scholarship/Fellowship support payments may be taxable to the recipient in full or in part. The recipient is responsible for documenting the cost of tuition, registration, other university fees, books, supplies, and equipment.

You will not receive a Form W2 from NAU for fellowship income. NAU does not withhold taxes from these payments for recipients who are residents for US tax purposes; therefore, recipients should give consideration to filing Form 1040 ES Estimated Tax for Individuals http://www.irs.gov/pub/irs-pdf/f1040es.pdf on a quarterly basis and paying estimated taxes to avoid late payment penalties. For scholarship stipends, NAU has no tax reporting or tax withholding responsibilities unless the student is a nonresident for US tax reporting purposes.

NAU is required by US tax law to withhold 14% federal income tax from fellowship payments to individuals who are nonresidents for US tax purposes, unless the student can claim an exemption by US tax treaty.

Although the university is not required to provide reporting to the US Internal Revenue Service (IRS) on non-compensatory student financial support, students are encouraged to collect relevant information on their awards (and eligible expenses for offset) on an ongoing basis throughout the year in order to be able to easily evaluate the potential for taxable income.

Foreign students, faculty, and staff with tax questions or problems are advised to seek assistance from the IRS, a CPA, or attorney. In the U.S., the individual taxpayer is responsible for filing an appropriate and accurate tax return and negotiating all tax matters with the IRS. Taxpayer assistance is available from your local IRS office or by calling the IRS toll free taxpayer assistance number, 1-800-829-1040.

Please visit the IRS Website for a copy of the Student Topics article Taxable Income for Students about reporting fellowships. Supplemental resources may be found at the IRS website. See How to Get Tax Help http://www.irs.gov/publications/p970/ch13.html, section 13 IRS Publication 970 Tax Benefits for Education. Additional information on the taxability of scholarships can be obtained from the following IRS publications and forms:

2. Publication 520—Scholarships and Fellowships
4. Form 1040EZ and Instructions—Income Tax Return for Single and Joint Filers with no Dependents and
5. Form 1040NR and instructions—U.S. Nonresident Alien Income Tax Return.

These publications and forms can be obtained from the Internal Revenue Service at a toll free number, 1–800–827–FORM, or the Web site at http://www.irs.gov/formspubs/index.html.

D. Financial Aid Eligibility

Many fellowships are merit-based. However, some fellowships are need-based and require that the student demonstrate financial need. The NAU Office of Student Financial Aid (OSFA) is the administrative unit responsible for determining financial need of students at NAU. In determining financial need, OSFA adheres to the policies and guidelines set forth in Part F of Title IV of the Higher Education Act of 1965, as amended (34 CFR 648.2, CFR 65). Students must complete and file a Free Application for Federal Student Aid (FAFSA). The student must demonstrate financial need based on results from the FAFSA, before a need-based fellowship is awarded.

E. Fellowship Award Terms and Conditions

I. Classification of Fellowship Stipends

To be classified as a fellowship stipend, one or more of the following conditions must apply:
The recipient is not contractually obligated to accept employment with the grantor or other designated organization after the stipend period. There are no payback amounts in lieu of employment as a contractual obligation of receiving the stipend.

The activities completed by the recipient would not be completed by another paid staff/individual.

Benefits resulting from the activities are fairly minimal to the institution or the external grantor.

II. Fellowship Award Terms and Conditions
Fellowship recipients must:

- be fully admitted and enrolled as a full-time graduate student in the degree-granting graduate program at Northern Arizona University to which the fellow was admitted;
- must register for at least nine credits in both the fall and the spring sessions and for at least one credit during the summer session if payment occurs over the summer term. Fellows who are not registered during the summer session may not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- GPA must be maintained at the level stated in the current University Academic Catalog;
- maintain a valid e-mail address and contact information with the Graduate College;
- adhere to the Graduate College Fellowship guidelines; and
- submit all written documents as required by the fellowship.

III. Graduate Program Continued Support
Graduate academic units/programs may commit to additional years of funding. This commitment must be clearly delineated in the award letter. Graduate programs support fellows most commonly by teaching assistantships, research assistantships or a combination of teaching and research assistantships.

IV. Fellowship Termination
A fellowship commitment may be terminated on the rare occasion that the fellow leaves NAU or when the fellow fails to comply with the sponsor’s guidelines (e.g., fails to maintain the award terms and conditions) and university policies. When a fellowship is terminated, the fellowship account is closed, and the encumbered funds are returned to the appropriate funding department by the office administering the funds. Prior to the decision to terminate, the program will consult with the Graduate College and hold an initial conversation with the fellow followed by written communication.

When a fellowship is terminated during the fellowship year(s), the program offering the fellowship will send a letter to the fellow, copying the Graduate College, notifying the fellow of the termination. The Graduate College will notify appropriate NAU offices as needed regarding the termination. Office staff must notify Office of Student Financial Aid immediately regarding the discontinuation of stipend payment(s).

F. Fellowship Stipend Payment Conditions and Options

I. Stipend Payment Conditions

- The payment of the full stipend is contingent on the recipient completing the requirements of the scholarship/fellowship as described by the funding agency.
- If stipend meets the criteria outlined and is classified as non-compensatory, it is generally processed through the Office of Student Financial Aid. On occasion, the department/unit may process the payment of stipend amounts related to fellowships through Accounts Payable.
- Regardless of the unit processing the payment of stipends, copies of the award letter must be submitted to the Graduate Assistantship, Tuition Scholarship and Fellowship Office in the Graduate College. A copy of this letter will be forwarded to the Office of Student Financial Aid and other NAU offices that require notification.
II. Stipend Payment Process
Stipends are paid on a set working day(s) of the month. The date of payment will be identified in the letter of award. Fellows registered for and the fall and spring semester, plus summer sessions have 12-month appointments, while Fellows registered for Fall and Spring sessions are (9 or 10-month appointments, consistent with other academic year appointments.

Stipend payments occur either through the Office of Student Financial Aid or through Accounts Payable.

If you are paying through Accounts Payable, please contact them to determine forms that need to be completed monthly to ensure timely payments to the student.

III. Processing Fellowship Offers and Stipends through the Office of Student Financial Aid
Departments/Units must:

1. As appropriate, provide information on your fellowship on your department website. If you provide the Graduate College with the necessary information (Melissa.Riggs@nau.edu), we will also provide a link on the graduate college financial resources webpage to these fellowships.

2. The Unit head/principal investigator reviews the criteria for Classification of Fellowships to determine which office will process the stipend payment for the award (i.e., payroll or financial aid). It is recommended that the unit head/principal investigator consult with the OCGS/SPS and the Graduate College if there is a question on the type of appointment appropriate for the award.

3. If it is determined that the fellowship is to be paid through the Office of Student Financial Aid, complete the Fellowship Notification and Item Type Request Form (Appendix A) for new fellowships and send it to the Office of Student Financial Aid. If it is determined that the student is hired as a Graduate Assistant, please review the Graduate Assistantship and Tuition Waiver Processing Manual.

4. The Office of Student Financial Aid will create an item type for this fellowship and set up the parameters on how the stipend will be paid out through the fellowship. Please allow 10 business days for this process to be completed. This process only needs to be completed for new fellowships or if changes are made to existing fellowships.

5. Prepare the appropriate Letter of Fellowship Appointment (Appendix B). Student returns the Letter of Appointment to the department/unit initiating the fellowship appointment.

6. The unit must note the date received on the Letter of Appointment. Please retain a copy for your files and send the original to Graduate College. The signed Letter of Appointment must be received before a student can receive a stipend check.

7. The Graduate College will review the Letter of Appointment. Admission, residency, and academic status are verified and each appointment is reviewed for compliance. Letters which raise policy questions are referred to the Dean of the Graduate College for review. Incomplete or incorrect information must be resolved before the Letter of Appointment can be forwarded to the Office of Grants and Contracts and Sponsored Project Services and the Office of Student Financial Aid.

8. The Letter of Appointment is forwarded to Sponsored Project Services to verify there is funding available for the stipend and benefits (if any).

9. Once the Letter of Appointment has been reviewed, the Graduate College forwards the original letter to Office of Student Financial Aid. The average processing time (from receipt of letter in the Graduate College to arrival in payroll/financial aid) is 7-10 business days. Letters must be received in the Graduate College 15 business days prior to the start of classes in order for benefits to be processed for the semester. Letters of Appointment received after this deadline will result in financial complications for the student including but not limited to; late fees, disbursement holds and account payments.

10. If funds related to additional allowances (tuition, fees, health insurance, etc.) are available, these can be billed directly using use the Department Tuition Payment Form to process these funds. This form could accompany the Letter of Fellowship Appointment or could be sent separately. Please contact the Office of Grants and Contracts Services (928-523-4880) to verify that such a payment is allowed under the terms of the grant/fellowship. Please note that fellowship payments, similar to all other types of financial aid, will pay...
due charges prior to the stipend payment made to student. It is best to process payments for other allowable expenses in a timely manner so that stipend payments can be made to the fullest amount to the student receiving this award.

10. If there are arrangements to cover benefits through other university sources, the respective forms and/or letters must be completed with the approval from these sources to cover these benefits.

11. The Office of Student Financial Aid must be notified of all such payments made to students.

IV. Processing Fellowship Offers and Stipends through Accounts Payable

Departments/Units must:

1. As appropriate, provide information on your fellowship on your department website. If you provide the Graduate College with the necessary information (Melissa.Riggs@nau.edu) we will also provide a link on the graduate college financial resources webpage to these fellowships.

2. The Unit head/principal investigator reviews the criteria for Classification of Fellowships to determine whether the fellowship award will be paid through payroll or financial aid.

3. Prepare the appropriate Letter of Fellowship Appointment (see Appendix B or C).

4. Student returns the Letter of Appointment,

5. The unit must note the date Letter of Appointment is received. Retain a copy for your files and send the original to Graduate College.

6. The Graduate College will review the Letter of Appointment. Admission, residency, and academic status are verified and each appointment is reviewed for compliance. Letters which raise policy questions are referred to the Dean of the Graduate College for review. Incomplete or incorrect information must be resolved before the Letter of Appointment can be forwarded to Sponsored Project Services.

7. The Letter of Appointment is forwarded to the Sponsored Project Services to verify there is funding available for the stipend and benefits (if any). The letter is returned to the unit processing the fellowship payments and a copy of the letter is sent to the Office of Student Financial Aid.

8. Letters must be received in the Graduate College 15 business days prior to the start of classes. Letters of Appointment received after this deadline will result in financial complications for the student including but not limited to; late fees, disbursement holds and account payments.

9. If funds related to additional allowances (tuition, fees, health insurance, etc.) are available, these can be billed directly using use the Department Tuition Payment Form to process these funds. This form could accompany the Letter of Fellowship Appointment or could be sent separately. Please contact the Office of Grants and Contracts Services (928-523-4880) to verify that such a payment is allowed under the terms of the grant/fellowship.

10. If there are arrangements to cover benefits through other university sources, the respective forms and/or letters must be completed with the approval from these sources to cover these benefits.
Fellowship Notification and Item Type Request Form

Please submit completed form to: Office of Student Financial Aid, Box 4108

___ New Request  ___ Change to Existing Request

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<td>NAME OF UNIT OFFERING FELLOWSHIP:</td>
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<td>NAME OF GRANT ADMINISTRATOR/PI:</td>
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<tr>
<td>NAME OF FORM INITIATOR:</td>
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<tr>
<td>MAILBOX/PHONE/EMAIL:</td>
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<td>INDIVIDUAL STIPEND YEARLY AMOUNT:</td>
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<tr>
<td>APPROXIMATE NO. OF STIPENDS GRANTED:</td>
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<tr>
<td>DATES OF AWARD:</td>
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<td>OTHER INFORMATION:</td>
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PAYMENT SCHEDULE (include amount to be paid and on what day of the month)

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<th>Day</th>
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<th>Payment Amount (equal installments)</th>
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</table>

Calculate Total Payments: ____________________________________________

Grant Administrator/Principal Investigator (print and sign name)  Phone  Date

Office of Student Financial Aid  523-6079  Phone  Date

OFFICE OF STUDENT FINANCIAL AID

Name/Item Type for New Fellowship Account: ____________________________
Date Created: ____________________  Initials: _______________________
Date Notified Graduate College and Form Initiator: _________________________
APPENDICES B, and C: TEMPLATE LETTERS
Appendix B: Fellowship Letter Template (paid through Office of Student Financial Aid)

Date

Name
Address
City, State Zip

Dear <<student name>>,

I am pleased to offer you the <<name of fellowship/traineeship>> in the <<name of department/unit>> at Northern Arizona University.

TERMS OF OFFER

Appointment/Compensation/Benefits: Your appointment is approved for the following period: <<start date>> through <<end date>> for a stipend of <<$amount>>. Payments will be through a monthly stipend and will be deposited directly into your account. In-state tuition, fees and health insurance are paid by the program (be sure statement is accurate). By written notice, this appointment may be renewed for <<# of academic year(s)>>, subject to satisfactory progress in your academic program and remaining in good academic standing as per the Graduate College requirements. <<Add information on subsequent years of funding and/or other benefits>>.

Expectations: You will report to the <<department/college>> to begin your fellowship on <<date>>. You will work closely with your major professor and the faculty in the department of <<name of department>> to make effective progress in your area of study and research. <<List all other expectations of the fellowship>>.

Course Registration: You are expected to register as a full-time student in your academic program (9 hours) each fall and spring semester. Please be certain that you have registered for classes well in advance. You will receive communication through your NAU email account. Your appointment is subject to and governed by the policies outlined in the Graduate Assistantship, Traineeship and Fellowship Handbook. The handbook is located online at http://www2.nau.edu/gradcol/GA/GA_Handbook.pdf. Please refer to NAU Policy 1.085 for more information: http://hr.nau.edu/sites/default/files/files/policy_manual.pdf. Also, please note that awards to your account could affect your total financial aid package if you are seeking additional funding. If you have questions, please contact the Office of Student Financial Aid, 523-4951.

The terms and conditions stated above constitute the entire agreement between you and the University. This offer of appointment expires if the signed original copy of this letter is not received by the <<department name>> by <<date>>. Please note that Northern Arizona University adheres to the Council of Graduate Schools Resolution regarding Graduate Scholars, Fellows, Trainees and Assistants, a copy of which can be found at http://cgsnet.org.

We hope you will accept this offer. Please sign below and return this letter no later than <<date>>. Your signature at the bottom of this letter signifies that you accept this offer and that you have read and understand the conditions of this appointment as outlined above and as further explained in the enclosed materials. If you have questions regarding this fellowship, please contact <<name of contact>> via email at <<email address>> or by telephone at <<telephone number>>.

Sincerely,

Name of Grantor
Title

I have read the conditions for this appointment and agree to fulfill the expectations listed in this offer to the best of my abilities. I accept this appointment and agree to abide by the terms outlined in the letter and the enclosed materials.

Please check one of the following boxes:

**Tuition Waiver/Remission Benefits** (check one):
- [ ] I qualify for EARP (Educational Aid Registration permit), a program for spouses/domestic partners/ dependents of employees. Information on this benefit is available at [http://hr.nau.edu/node/3046](http://hr.nau.edu/node/3046). Form is located at the financial aid website: [http://www.nau.edu/FinAid/Other-Programs/For-Employees/](http://www.nau.edu/FinAid/Other-Programs/For-Employees/)
- [ ] I am entitled to the EARP benefit but do not plan on using it towards my tuition costs.
- [ ] I am **not** entitled to the EARP benefit.

**Health Insurance Benefits** (check one):
- [ ] I plan on enrolling in the student health insurance (Please note that you will need to enroll each semester for the plan through Fronske Health Center. To sign up either visit their website @ [http://www4.nau.edu/fronske/insurance.htm](http://www4.nau.edu/fronske/insurance.htm) or call (928-523-6343).
- [ ] I do not plan on enrolling for the student health insurance.

*Please note that international students are automatically enrolled and premiums are posted to the students account at the time of enrollment.*

________________________  ____________________  ________________
Your Signature  NAU ID  Date

---

**For dept. use only**  STUDENT EMPLID:  ___________  Total Amount:  _______________

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
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<tbody>
<tr>
<td>Dept Name:</td>
<td>Dept. Contact Tel:</td>
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<tr>
<td>Position No:</td>
<td>Dept Contact Name:</td>
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Graduate Fellowship Name/ Item Type: ____________________________

For questions, contact: ________________________________  Phone: ____________________________

*Submit to Office of Grants and Contracts/Sponsored Project Services (Box 4130) for Verification of Stipend Amount. Following verification, OGC/SPS will submit it to Financial Aid (Box 4108)*
Appendix C: Fellowship Letter Template (paid through Accounts Payable)

Date

Name
Address
City, State Zip

Dear <<student name>>,

I am pleased to offer you the <<name of fellowship/traineeship>> in the <<name of department/unit>> at Northern Arizona University.

TERMS OF OFFER

Appointment/Compensation/Benefits: Your appointment is approved for the following period: <<start date>> through <<end date>> for a stipend of <<$amount>>. Payments will be through a monthly stipend and will be deposited directly into your account. In-state tuition, fees and health insurance are paid by the program (be sure statement is accurate). By written notice, this appointment may be renewed for <<# of academic year(s)>>, subject to satisfactory progress in your academic program and remaining in good academic standing as per the Graduate College requirements. <<Add information on subsequent years of funding and/or other benefits>>.

Expectations: You will report to the <<department/college>> to begin your fellowship on <<date>>. You will work closely with your major professor and the faculty in the department of <<name of department>> to make effective progress in your area of study and research. <<List all other expectations of the fellowship>>.

Course Registration: You are expected to register as a full-time student in your academic program (9 hours) each fall and spring semester. Please be certain that you have registered for classes well in advance. You will receive communication through your NAU email account. Your appointment is subject to and governed by the policies outlined in the Graduate Assistantship, Traineeship and Fellowship Handbook. The handbook is located online at www.nau.edu/gradcol/gaassthandbk.pdf. Please refer to NAU Policy 1.085 for more information: http://hr.nau.edu/sites/default/files/files/policy_manual.pdf. Also, please note that awards to your account could affect your total financial aid package if you are seeking additional funding. If you have questions, please contact the Office of Student Financial Aid, 523-4951.

The terms and conditions stated above constitute the entire agreement between you and the University. This offer of appointment expires if the signed original copy of this letter is not received by the <<department name>> by <<date>>. Please note that Northern Arizona University adheres to the Council of Graduate Schools Resolution regarding Graduate Scholars, Fellows, Trainees and Assistants, a copy of which can be found at http://cgsnet.org.

We hope you will accept this offer. Please sign below and return this letter no later than <<date>>. Your signature at the bottom of this letter signifies that you accept this offer and that you have read and understand the conditions of this appointment as outlined above and as further explained in the enclosed materials. If you have questions regarding this fellowship, please contact <<name of contact>> via email at <<email address>> or by telephone at <<telephone number>>.

Sincerely,

Name of Grantor
Title
I have read the conditions for this appointment and agree to fulfill the expectations listed in this offer to the best of my abilities. I accept this appointment and agree to abide by the terms outlined in the letter and the enclosed materials.

Please check one of the following boxes:

Tuition Waiver/Remission Benefits (check one):
☐ I qualify for EARP (Educational Aid Registration permit), a program for spouses/domestic partners/ dependents of employees. Information on this benefit is available at http://hr.nau.edu/node/3046. Form is located at the financial aid website: http://www.nau.edu/FinAid/Other-Programs/For-Employees/
☐ I am entitled to the EARP benefit but do not plan on using it towards my tuition costs.
☐ I am not entitled to the EARP benefit.

Health Insurance Benefits (check one):
☐ I plan on enrolling in the student health insurance (Please note that you will need to enroll each semester for the plan through Fronske Health Center. To sign up either visit their website @ http://www4.nau.edu/fronske/insurance.htm or call (928-523-6343).
☐ I do not plan on enrolling for the student health insurance.

Please note that international students are automatically enrolled and premiums are posted to the students account at the time of enrollment.

__________________________  ______________________  ___________
Your Signature                NAU ID                  Date

For dept. use only  STUDENT EMPLID: ___________  Total Amount: ___________________
Start Date: ________________ End Date: ___________________
Dept Name: ___________________ Dept. Contact Tel: ___________________
Position No: ___________________ Dept Contact Name: ___________________
Agency/Org: _______________ %
Agency/Org: _______________ %
Graduate Fellowship Name/ Item Type: ____________________________________________
For questions, contact: ___________________________ Phone: ___________________________

Submit to Office of Grants and Contracts/Sponsored Project Services (Box 4130) for Verification of Stipend Amount. Following verification, OGC/SPS will submit it to Financial Aid (Box 4108)
APPENDIX D: GRADUATE FELLOWSHIP OUT OF STATE TUITION WAIVER REQUEST FORM

(Interactive form also available on the Graduate College website)
# Graduate Fellowship Out of State/Non-Resident Tuition Waiver Request

To be completed by the unit

<table>
<thead>
<tr>
<th>Student's Full Name (First, M.I., Last)</th>
<th>NAU ID#</th>
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<tr>
<th>Telephone Number (Home/Work/Cell)</th>
<th>Academic Department</th>
<th>Box No.</th>
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<tr>
<th>Student's e-mail</th>
<th>Departmental contact</th>
<th>Phone</th>
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<tr>
<th>Name of Fellowship:</th>
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<tr>
<th>Year of Award (e.g., 2010-11):</th>
<th>Fellowship Award Amount:</th>
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(see policy in Fellowship Guide to determine whether request meets criteria for the waiver)

Check box if student is seeking residency reclassification. [ ]

Check box if student is also a graduate assistant. [ ]

**Waiver is for the:**

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<tr>
<th>Academic Year</th>
<th>Fall</th>
<th>Spring</th>
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(All fellowship recipients must be admitted to a graduate degree program, enrolled full-time each semester with a minimum of 9 hours that are applicable toward their degree, and in good academic standing.)

List classes student plans on completing fall and/or spring (e.g. fall BIO601, STA670; BIO698 spring EPS661, etc.)

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<th>Comments:</th>
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Signature of Department Chair/Scholarship Coordinator: ________________________

Extension No.: ________  Box No.: ________  Date: ________

Signed requests must be forwarded to the Graduate College, Box 4125. For questions, call ext. 3-4349.

To be completed by the Graduate College

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<tr>
<th>Approval by Graduate College</th>
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<th>Admit Semester:</th>
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<th>Academic Plan</th>
<th>Graduate Hours Completed:</th>
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<th>Gender</th>
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<th>Grade Point Average:</th>
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