

# **Syracuse University**

## **Graduate Fellowship Handbook**

**Rules, Responsibilities and Benefits  
of a Syracuse University Fellowship**

**Academic Year**

**2022-2023**

The Graduate School  
304 Lyman Hall  
Email: [Grad Awards](#)

Syracuse University  
Syracuse, New York 13244-1200

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## ***Information for Students Holding Graduate Fellowship Appointments***

### **Acceptance of a Graduate Fellowship Appointment**

Syracuse University subscribes to the following Council of Graduate Schools (CGS) Resolution concerning Graduate Scholars, Fellows, Trainees and Assistants. Most CGS members recognize this resolution.

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from a previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

### **Information about Your Fellowship Award**

#### **Payment of Fellowship Stipends**

Stipends are disbursed in 9 monthly payments, on or about the 1st of each month, beginning in September and continuing through May. **Students have 2 options: (1) choose direct deposit to a bank account by going to MY SLICE, Finances, View/Update Student Account, Sign-up for Direct Deposit (for non-payroll reimbursements); OR, (2) the checks may be picked up at the Fellow's departmental office.** Direct any questions about stipend payments to the Graduate School. **NOTE about JANUARY STIPENDS:** stipend payments may be a few days later than the 1<sup>st</sup> of the month.

## **Fellowships Funded By External Organizations, Agencies or Other Group:**

If a fellowship is funded (in part or in full) by a sponsored award (U.S. government, private agency/organization, or foreign government), payments of fellowship stipends, use of tuition scholarships, and changing of credit distributions by semester will be determined by the terms and conditions of the sponsored award.

## **Use of Tuition Scholarship**

Scholarship credit hours are credited directly to the student's account through the Bursar Office. The Scholarship pays tuition charges for graduate courses in the year of fellowship. In rare instances, undergraduate courses may be pre-approved by the fellow's advisor. **Undergraduate courses will be charged at the graduate rate.** Approval for use of scholarships for undergraduate courses must be sought by submitting a Petition to the Faculty form. Check with your department for further information. **PLEASE NOTE:** Scholarship credits must be used in the academic year of fellowship.

**The tuition scholarship may NOT be applied to the following:** noncredit courses; courses of individual instruction such as applied music (with the exception of fellows majoring in music); workshop courses where fees normally cover expenses other than tuition; undergraduate courses (except as provided in the preceding paragraph); courses of physical education that will not count towards degree requirements; any audited courses; and courses taken at the SUNY College of Environmental Science and Forestry or Upstate Medical Center at Syracuse, unless certified as required in a degree program.

## **Changing Credit Distribution by Semester**

A fellow's tuition scholarship is awarded as stated on the certificate of appointment. **In order to alter the semester credit distribution, a fellow must seek the permission of his or her academic department.** Once approved the school or college will notify Graduate Awards to update the record. Unused scholarship credits become void if unused. It is the student's responsibility to pay close attention to other academic and financial deadlines. These deadlines may affect the use of tuition scholarship credits.

## **Requirements When Holding a Fellowship**

### **Registration – Students Must Be Registered**

**Full-time status:** All graduate students holding a fellowship or assistantship in a given semester will be considered full-time students for that semester by virtue of their holding that award – but students need to register to maintain full-time status through the award.

**Students must be registered each semester their degree is in progress.** Students should consult with their advisor or program director to determine the number of credits of enrollment needed for any given semester. If coursework has been completed, students **must** register for GRD 998 ("degree in progress") for zero credits.

## Changes in Degree Program

Fellowships are offered to students in specific programs of study by their college of matriculation. If a student decides to change his/her program, the fellowship may no longer be available. Award holders must discuss changes with their academic department (or graduate program director, if appropriate).

## Satisfactory Progress

Fellowship appointments are made by academic departments contingent upon the Fellow maintaining good academic standing, and showing satisfactory progress toward the degree. Each school/college determines satisfactory progress.

## Tax Information for Recipients of Scholarships/Fellowships

A qualified scholarship or fellowship grant is tax free only if the recipient is a candidate for a degree at an educational institution. **Qualified scholarship and fellowship grants are amounts paid for tuition and fees required to enroll in, or to attend, an educational institution, or for fees, books, supplies, and equipment that are required for the courses at the educational institution.**

**Amounts paid for incidental expenses are taxable.** Incidental expenses include expenses for room and board, travel, research, clerical help, equipment, and other items not required for either enrollment or attendance at an educational institution, or in a course of instruction at the educational institution.

**Stipends and Non-tuition aid fall under this category.**

## Tax rules for U.S. Citizens and Permanent Residents Differ from Those for Non-resident Aliens:

**US Citizens/Permanent Residents must have a social security number in order to receive a scholarship or fellowship from Syracuse University.** The grantor of scholarships and fellowships to United States Citizens and Permanent Residents of the United States is not required by law to report these payments to the Internal Revenue Service or to the recipient. Likewise, there is no tax withholding required. **It is the responsibility of the individual receiving the scholarship or fellowship to determine whether it is taxable and to report such payments as required on their personal income tax return.**

Scholarships and grants which are applied to your University Bursar Account may be viewed via [My Slice](#). If you receive fellowship/stipend/grant/awards that are paid to you, and are not applied to your Bursar Account, you may contact Disbursements Processing at [disburse@syr.edu](mailto:disburse@syr.edu) or by phone at 315-443-2484 to request a summary of such payments made to you during the calendar year.

Internal Revenue Service [Publication 970 - Tax Benefits for Education](#) provides additional information, and may be obtained from the Internal Revenue Service web site or by calling 1-800-829-3676

**Non-Resident Aliens must have a social security number or Individual Tax Identification Number (ITIN) in order to receive a scholarship or fellowship from Syracuse University.** Non-qualified scholarships and fellowships given to Non-Resident Aliens must be reported to the Internal Revenue Service and to the recipient on form 1042-S.

Qualified scholarships (scholarships for tuition and fees required for enrollment at Syracuse University) granted to candidates for a degree are not subject to tax withholding. Absent the existence of a tax treaty with an appropriate provision, scholarships and fellowships that are not applied directly to tuition and fees required to enroll in, or to attend an educational institution, or that exceed such fees, when given to Non-Resident Aliens must have taxes withheld (at a rate of 14% for individuals on an F, J, M, or Q visa), even if the excess moneys are used for the purposes described above as being tax free. Where appropriate, the individual may apply for a tax refund upon filing their personal income tax return.

**Absent the existence of a tax treaty with an appropriate provision, all scholarships or fellowships (qualified and not qualified) for study, training or research at an educational institution granted to individuals who are not candidates for a degree, that are present in the U.S. on an F, J, M, or Q visa, are subject to withholding at 14%.**

**Non-qualified scholarships and fellowships other than those described above are subject to withholding at 30%.**

For more detailed information on how to obtain an ITIN please click [here](#). It is very important that when an ITIN is received, the student reports it to the Syracuse University Payroll Service Center, for tax reporting purposes. The student can provide the information through the online Foreign National Information System ([FNIS](#)) online questionnaire. If the ITIN is received after completing the FNIS questionnaire, please provide it to [payroll@syr.edu](mailto:payroll@syr.edu) or stop in the Payroll office at Skytop Office Building, Room 106.

## **Benefits for Students Holding Fellowships**

### **Auditing Courses**

Graduate students holding a fellowship are entitled to audit courses **during the fall and spring semesters** at no charge as a result of their holding an award. Permission of the instructor must be obtained by completing a "Grading Option Application Form" with the instructor's signature. The form is returned to the Student Records Office at 106 Steele Hall. (Forms are available at the Student Records Office, or your academic department.) **During summer, students will be charged 60% of graduate tuition to audit courses. Scholarship credits may not be used for auditing courses during a summer semester.**

### **Fellowships Don't Require Service/Work**

Fellows are not required to provide any service to the University in return for their award. They are expected to devote full time to study and research, and **to perform no service while receiving fellowship support**. Fellows should direct questions and report problems to the Graduate Awards Office promptly.

In rare instances, an opportunity may present itself to a fellow that enhances his/her academic work and career development. After the first year of fellowship, exceptions may be considered by the college dean's office in consultation with the student's academic advisor. There are specific requirements regarding service, including limited hours that can be spent in such service. The student, advisor or graduate program director should contact the Graduate Awards Office. **Please note: Students cannot hold two full-time graduate appointments at the same time.**

## **Barnes Center at The Arch**

The health and wellness fee is a mandatory fee for all full-time students and is included on a student's bursar account. Part-time students are eligible to use Health Services on a fee for service basis. The health and wellness fee is remitted for full fellowship appointments and prorated for partial appointments. Payment of the health and wellness fee entitles eligible students to the following:

- Counseling services
- Flu Vaccinations
- Health Care services
- Health and wellness education, events and services
- Nutritional Counseling
- Public health monitoring and oversight
- Short-term psychiatric assessment and intervention
- Syracuse University Medical Transport
- Syracuse University Ambulance (SUA)

Additional fees are charged for laboratory services, certain clinical procedures and Pharmacy items. The charge may be added to the bursar account, paid by cash, check, MasterCard/Visa at the time of service or in some instances directly billed to your insurance carrier. Charges billed to the bursar account appear as a "Health Services" charge. Itemized statements are available from the Barnes Center at The Arch Medical Records Office.

The Barnes Center at The Arch bills many insurances. Please visit our Pharmacy or contact them at (315)443-5691 or [email](#) The Barnes Center at the Arch, Syracuse University Pharmacy to inquire about your insurance.

## Health Insurance

All full-time, matriculated students are required to show proof of health insurance that meets the University's requirements. For information about the University's health insurance requirement or the plan, review <https://ese.syr.edu/bewell/insurance/>. The health and wellness fee is not health insurance.

Fellows are eligible for a subsidy towards the cost of the Student Health Insurance Plan.

Subsidized rates for the 2021-2022 year are below.

The table below will be updated as soon as the 2022-23 rates become available.

### Syracuse University Student Health Plan Rates for Fellows

	<b>Subsidized Aetna Annual Premium Rates</b>	<b>Subsidized Dental (Preventative) Annual Premium Rates</b>	<b>Subsidized Dental (High Plan 1) Annual Premium Rates</b>	<b>Annual Vision Rates</b>
<b>GA/Fellow Only</b>	\$534.80	\$101.52	\$351.60	\$84.48
<b>GA/Fellow + Spouse/Partner</b>	\$2,633.60	\$251.76	\$816.72	\$168.96
<b>GA/Fellow + Child(ren)</b>	\$2,633.60	\$284.88	\$806.64	\$182.88
<b>GA/Fellow + Family*</b>	\$4,732.40	\$471.60	\$1,259.76	\$292.32

\*Family= Student + Spouse + Child(ren)

If you have questions about health insurance please contact the Student Health Insurance Office at 315.443.9019 or [healthinsurance@syr.edu](mailto:healthinsurance@syr.edu).



## Health History and Immunization Forms

Syracuse University is obligated to enforce student immunization requirements, as defined by New York State Public Health Law, which requires all students to provide proof of immunity to Measles, Mumps and Rubella. This information may be obtained by contacting your High School or Primary Care Provider. In addition, a completed response form related to Meningococcal Meningitis vaccine is required. The [Barnes Center at The Arch](#) provides a patient portal for students to securely upload required immunizations and complete needed health screenings. Use your NetID and password to access the portal at [suhsportal.syr.edu](https://suhsportal.syr.edu). Records are due prior to your arrival on campus.

**Questions About Graduate Awards:** by email: [Grad Awards](#) ; by phone: (315)443-2298

**Please Note:** Benefits are subject to change without notice. If there are any inconsistencies between the benefits described above and the formal plan, policy, contract or program that specifies the applicable requirements for such benefits, the terms of that formal plan, policy, contract or program shall control.