



Graduate Financial Awards

The University recognizes six types of graduate financial awards. The following award categories provide partial or whole tuition awards and often include a stipend which will be divided over the length of the appointment: usually 9 or 12 months. Stipend amounts are determined by the coordinator of the graduate program unit or other awarding unit.

- Fellowships
- Graduate Assistants (GA)
- Graduate Instructors (GI)
- Research Assistants (RA)
- Teaching Assistants (TA)
- Merited tuition

Please see the Graduate Studies website for definitions of these awards and the most current information <https://graduate.tcu.edu/financial-support/>

Fellowship Stipend Awards

The English Department offers three fellowship awards for first-year students, the Ida Green Fellowship and two Radford Fellowships (awarded to students in Rhetoric and Composition.)

The History Department offers one fellowship award for first-year students, the Ida Green Fellowship. They also offer two fellowships for dissertation writers in their fifth year, the Schmidt Dissertation Fellowship and the Department Fellowship.

If you are awarded one of these specific fellowships, your award will be paid via financial aid. It will be credited to your student account 7-10 days before the first day of classes. Half of the award amount will be dispersed at the beginning of the fall semester and the second half will be dispersed at the beginning of the spring semester. After the funds are credited to your student account, you may access them by requesting a refund from financial services. (my.tcu.edu, View Student Account, Account Inquiry, Request a Refund). The form will only appear if the student's account has a credit balance. Requests must be received by the Student Financial Services Office by noon on Monday in order to have the funds available that same Friday. Refunds can now be sent directly to the student's bank account if the student has completed the Direct Deposit setup. Direct Deposit is the preferred refund method.

**Fellowship awardees are not considered University employees and thus do not require any employment verification. But please note that you will need to complete the verification before your second year when you move to an assistantship stipend. Please see Employment Verification section.*

STARS Awards

The STARS (Stipends to Attract Remarkable Students) award is paid via financial aid and will be credited to your student account 7-10 days before the first day of classes. The full STARS award is dispersed in the fall semester. Please see instructions above regarding accessing the funds by requesting a refund.

Instructor and Assistant Stipend Awards (GA, GI, RA, and TA)

Graduate Instructor and Assistant stipends are paid via HR on biweekly payroll. Please see <https://hr.tcu.edu/employee-services/faculty-staff/calendars-holidays-pay-dates/> for the current biweekly payroll schedule. For first-year students and continuing students who elect the 9-month payment schedule, the first pay date will generally be the one where the first day of classes falls in the pay period for that check. Continuing students receiving a financial award for the next academic year will be given the option to elect their payment schedule on their award offer letter.

9-Month Stipend Schedule

All first-year students will be paid on the 9-month schedule. Continuing students may elect to remain on the 9-month schedule. For this option, your stipend award will be divided equally over 19 biweekly pay dates over the fall and spring semester beginning with the first pay date dependent on the first day of classes (see above.) Payments continue during the winter break between the fall and spring semesters. There are no payments over the summer break.

12-Month Stipend Schedule

Continuing students may elect to be paid over the entire year. The award amount remains the same, but it will be divided equally over 26 biweekly pay dates for year.

Students who opt for the 12 -month pay schedule **must enroll in one hour of coursework over the summer**. MA thesis students should register for 1 credit hour of ENGL/HIST 70980 or 70990 and PhD students should enroll in 1 hour of ENGL/HIST 90980 or 90990, as appropriate. **AddRan College will provide a tuition award for the one hour in the summer.**

Employment Verification

All students who will be paid a biweekly stipend must complete employment verification through the Center for Career and Professional Development, Jarvis Hall #147. For the list of acceptable documents to complete the Employment Eligibility Verification Form I-9, visit <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. *TCU also requires a copy of your social security card. If you have any questions, please call 817-257-2222. **The employment verification must be completed at least three weeks before the first pay date.** International students will require additional enrollment in the HR Glacier program and should allow more time for processing.

*The verification only needs to be done once. It does not need to be repeated each year.

Merited Tuition Awards

Awards of tuition will be credited to the student account based on the current hourly tuition rate. **If you find your enrollment will be different from the hours/semester in your award letter, please notify the**

graduate program coordinator in your field of study as soon as possible. Note that you are responsible for tuition charges for any hours exceeding your tuition award.

Direct Deposit

Fellowship recipients – follow student directions.

Instructors and Assistants (GA, GI, RA, and TA) – Follow employee instructions. (You will not see the Payroll Tile until your hire is complete, which could be up to the end of the week before classes start.) You should also complete the student instructions to use direct deposit for reimbursement of expenses and refunds from your student account.

<u>Employee Direct Deposit</u>	<u>Student Direct Deposit</u>
<ol style="list-style-type: none">1. Log in to my.tcu.edu2. Click the Payroll Tile3. Click Direct Deposit (on the left)4. Check the box under “Accounts Payable Processing”	<ol style="list-style-type: none">1. Log in to my.tcu.edu2. Click the Student Account Tile3. Click Enroll in Direct Deposit (on the left)4. Re-Enter bank account information5. Slide bar should be marked as “Yes”6. Click Submit (Bank Code=Routing Number)

Direct deposit is mandatory. * Enroll or maintain your direct deposit at Employee Self Service, which is also available on my.tcu.edu under the payroll tile. To verify if you have received a paycheck or if your check was direct deposited visit my.tcu.edu. At the bottom of the online paycheck is Net Pay Distribution. It will note whether you were issued a check or if it was direct deposited. Paychecks not direct deposited will be available on pay day after 1:00 pm at TCU Human Resources which is located at 2701 West Berry Street. You may contact Human Resources with any questions by calling 817-257-7790.

* Federal regulations prohibit **requiring** students to receive Title IV funds via Direct Deposit, however it is strongly suggested for all students to utilize direct deposit if they are paid through Payroll.