Agenda

• Stipend and Payroll

• Tuition and Billing

• Health Insurance and Subsidy

• Taxes
Stipend and Payroll

• Check your offer letter to see if you will be receiving a monthly stipend, and if so, how much.

• First Pay Date – September 30, 2016
  • Last business day of the month thereafter

• The Graduate School (TGS) and your Program Office – Process transactions to pay student

• Student – Complete payroll paperwork to receive paycheck
  • E-verify for I-9
  • Direct deposit forms
  • Tax forms if needed
  • International Students complete FNIS!
    • See International Office for additional information
# Tuition and Billing

Charges – Detailed information available in CAESAR – **Please Review!**

<table>
<thead>
<tr>
<th>Type of Charge</th>
<th>Source of Payment</th>
<th>Questions?</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>Tuition Scholarships</td>
<td>Program/TGS FA</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>Student</td>
<td>TGS FA or TGS Student Services</td>
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<td>Housing</td>
<td>Student</td>
<td>Housing Office</td>
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<tr>
<td>Other</td>
<td>Student</td>
<td>Appropriate Office or TGS</td>
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Fellowships, Scholarships and Grants

• Internal fellowships and grants
  • TGS
    http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships/index.html

• External fellowships
  • Office of Fellowships http://www.northwestern.edu/fellowships/
Northwestern Student Health Insurance Plan (NU-SHIP)

- **Health Insurance coverage is mandatory for all TGS students**
  - Northwestern provides 100% subsidy for PhD students who are registered full time (other than TGS 512). Masters students receive a partial subsidy when registered full time (other than TGS 512).
  - Domestic students can waive NU-SHIP coverage if already covered under a qualified plan.
  - Student must complete enrollment process or waive coverage by no later than October 1.
  - Coverage effective 9/1/16 – 8/31/17.
  - You must enroll in or waive the NU-SHIP coverage on an annual basis.

- **Health Insurance Subsidy**
  - Any relevant subsidy will be applied to your student account once registered full time.
  - You are responsible for deductibles and co-payments.
  - Coverage for dependents is available at the student’s expense.
  - Northwestern does not provide a subsidy for vision or dental insurance.

- **Contact the Student Health Insurance Office for more information**
Taxes

• Scholarships and Fellowships are taxable income (even though you will not receive a W-2).
• Consider completing a W-4, particularly if on fellowship for multiple years.
• Students on assistantships (Research Assistant or Graduate Assistant/TA) will have federal and state tax withheld from pay so need to complete W-4s (federal and state).
• International Students complete FNIS!
  – See International Office for additional information
Next Steps...

- Complete E-Verify process
- Submit Direct Deposit Form
- Submit Tax Forms (W-4’s) if needed
- Enroll or waive enrollment in Student Health Insurance Plan
Where to Go for Help

• Paycheck issues, funding questions, external awards
  – Your program office
  – TGS Financial Aid  TGS-FA@northwestern.edu  http://www.tgs.northwestern.edu/funding/index.html
• Loan questions
  – Student Financial Services  student-financial-services@northwestern.edu
• Making payments on your account, 1098-T forms
  – Student Accounts Evanston  studentaccounts-ev@northwestern.edu
  – Student Accounts Chicago  studentaccounts-chicago@northwestern.edu
• Payroll forms, taxes
  – Payroll office  payroll@northwestern.edu  http://www.northwestern.edu/hr/payroll/
    http://www.tgs.northwestern.edu/funding/filing-taxes.html
• Health insurance questions
  – Student Health Insurance  student.insurance@northwestern.edu
    http://www.northwestern.edu/healthservice-evanston/insurance-patient-accounts/health-insurance/
• Housing questions
  – Housing Office  grad-housing@northwestern.edu  http://www.northwestern.edu/living/housing-options/graduate-housing/
• International student issues
  – International office  intoff@northwestern.edu  http://www.northwestern.edu/international/
Complete Payroll Forms and Ask Questions

Drop in Sessions

**Evanston Campus**
Today 1-4pm, Norris, Chicago Room
Tomorrow (9/15) 9am-noon, TGS Commons (2122 Sheridan Rd, 1st floor)

**Chicago Campus**
Friday (9/16) 10am-1pm, Abbott Hall, Suite 332