

# 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!**

Type of Charge	Source of Payment	Questions?
Tuition	Tuition Scholarships	Program/TGS FA
Activity Fees	Student	TGS FA or TGS Student Services
Housing	Student	Housing Office
Other	Student	Appropriate Office or TGS

# 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](mailto:TGS-FA@northwestern.edu) <http://www.tgs.northwestern.edu/funding/index.html>
- Loan questions
  - Student Financial Services [student-financial-services@northwestern.edu](mailto:student-financial-services@northwestern.edu)  
[http://www.northwestern.edu/sfs/financial\\_aid/student-loans/index.html](http://www.northwestern.edu/sfs/financial_aid/student-loans/index.html)
- Making payments on your account, 1098-T forms
  - Student Accounts Evanston [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)
  - Student Accounts Chicago [studentaccounts-chicago@northwestern.edu](mailto:studentaccounts-chicago@northwestern.edu)
- Payroll forms, taxes
  - Payroll office [payroll@northwestern.edu](mailto: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](mailto:student.insurance@northwestern.edu)  
<http://www.northwestern.edu/healthservice-evanston/insurance-patient-accounts/health-insurance/>
- Housing questions
  - Housing Office [grad-housing@northwestern.edu](mailto:grad-housing@northwestern.edu) <http://www.northwestern.edu/living/housing-options/graduate-housing/>
- International student issues
  - International office [intoff@northwestern.edu](mailto: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,  
1<sup>st</sup> floor)

### Chicago Campus

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