CONGRATULATIONS ON YOUR AWARD

In conjunction with your award contract, please read this Terms of Award brochure. If you have additional questions, please contact the Associate Director in the Graduate Office, 180 Renaissance Park, 617-373-4368 or email at: s.magee@neu.edu.

TERMS OF AWARD

The award letter serves as a contract. Please sign, date, and return the letter to the Graduate Office. A copy of your award letter should be retained for your records. You minimally agree to comply with the academic requirement of maintaining full-time student status. You must also maintain satisfactory academic progress toward your degree as defined by your department and the Graduate Office. Unsatisfactory progress in either your graduate program or your performance in assistantship-related duties or any deviation from the above regulations may result in the termination of your assistantship.

Please note that award letters produced by Graduate Student Financial Services have their own set of stipulations. If you receive additional sources of financial aid, please consult your financial aid officer.

Please also note that the Graduate Student Financial Services may not yet be aware of your College assistantship, and therefore adjustments may be made in consideration of your award.

IMPORTANT DEFINITIONS

SGA – Stipended Graduate Assistant. This award provides a stipend as well as tuition waiver to fulfill departmental degree requirements, up to a maximum of 12 semester hours per term, through the final exam period, including Spring Break at the discretion of your supervisor. If you have achieved PhD degree candidacy, this award will only cover tuition charges for Dissertation or Dissertation Continuation and the one-credit language courses.

In accepting this assistantship you are acknowledging that your primary professional loyalty will lie with the awarding department or program and that you will arrange outside professional obligations and activities so as not to conflict with this overriding commitment.

GSS – Graduate Student Scholarship. This award provides a tuition waiver for a defined number of semester hours. The waiver may not be used to cover costs associated with Dissertation, Continuation, or courses bearing zero credit hours.

Please note that even if your GSS award is less than 8 semester hours (i.e., covering fewer semester hours than full-time status requires), you must be registered and coded as a full-time student.

Double Husky – The Double Husky Scholarship offers eligible alumni a tuition discount of up to 25%:

- The reduction of up to 25% applies to tuition only; the student must finance the remaining costs.
- Huskies will receive the reduction only during semesters they attend full-time as a master’s degree candidate.
- If a Husky receives other grant aid from Northeastern, then he or she will only receive one scholarship and will be given the award of higher value.

For additional information please refer to the Double Husky website.

STIPENDED GRADUATE ASSISTANTS

All new SGAs must attend a mandatory teaching assistant (TA) workshop. This workshop is typically held the last week in August/first week of September. Returning TAs are strongly encouraged (and may be required) to attend this workshop.

New International TAs must also attend a week-long orientation typically scheduled the last week in August. International students must be eligible to begin an assistantship and then adhere to any additional regulations regarding the award. Please consult the Graduate Office or the International Student & Scholar Institute if you have questions or concerns.

THINGS TO DO

1. MEET WITH YOUR DEPARTMENTAL ADVISOR

To discuss course registration which meets department regulations.

2. REGISTER FOR COURSES

Register for a full-time course load no later than the end of the second week of the term as defined by the Registrar’s Office. Registrations dropped after the second week of the term may result in pro-rated tuition charges and are the student’s responsibility.

FULL-TIME REGISTRATION:

SGA (Fall, Spring) – Minimum of 6 semester hours. Thesis Continuation, Dissertation, Continuation, Doctoral Research and Qualifying Exam Preparation are also considered full-time registration.

GSS (Fall, Spring, Summer) – Minimum of 8 semester hours. Thesis Continuation, Dissertation, Continuation, Qualifying Exam Preparation or any zero-credit bearing courses are not covered by GSS awards.

You may be charged for courses dropped after the second week of the term. Please refer to the Student Financial Services policy. Remember, even if you drop a course, you must comply with full-time registration requirements appropriate for your award type. If you are an international student, you must also consult with the International Student & Scholar Institute prior to dropping courses below full-time status.

3. OBTAIN A SOCIAL SECURITY NUMBER

International SGAs must obtain a Social Security number from the US Social Security Administration if you do not already have one. During immigration clearance, the ISSI will explain how to apply for a Social Security Number. Request a receipt from the US Social Security Administration. The receipt must be presented to the ISSI as part of the clearance process.

4. REQUEST A CASH RELEASE

If you have a loan and have excess funding in your student account, you may request a cash release. The Student Refund Request must be submitted through the myNEU portal located under the Self-Service tab. Additional information can be found on the Graduate Student Financial Services website.

5. REVIEW IMPORTANT TAX INFORMATION

The W-4 form can be downloaded from the “Student Forms” section of the Student Employment Web site: www.studentemployment.neu.edu. All SGAs can submit a W-4 form to the Student Employment Office. If they choose; otherwise, “single-zero” will be withheld.

SGAs are paid in semi-monthly installments and the stipend is taxed as income. The tuition waiver portion of the award is considered a scholarship and therefore is not taxed.

HEALTH PLAN AND BOOKSTORE DISCOUNT

SGAs will receive a 100% discount of the student health plan. This discount will be applied to your account 2-3 weeks after the health waiver deadline. Please note that the discount applies only to the health plan and not to the University Health and Counseling Services health fee. There is no discount on the costs for spouse or dependents.
If you are eligible for the health plan discount, please note that you must pay the University Health and Counseling Services fee. Do not wait until the health plan discount has been applied to your account.

SGAs are entitled to a 10% discount on books and a 15% discount on other merchandise at the bookstore. To receive these discounts, present a valid NU ID card with a SGA sticker (available from your department) for the current academic year.

**DO NOT IGNORE BILLS**
You will receive a bill from the University reflecting your total charges. Immediately pay your fees and any tuition not covered by your award. Your tuition waiver should be reflected on your account by the 8th week of the term.

If the bill reflecting your tuition waiver after the 8th week shows a balance that you think should have been remitted, bring a printout of your account for your department to review. This must be done before the end of the current term.

Unless your department is notified of the need for an account review, a financial hold on your account may result, and you may be unable to enroll in future courses. If your account is not cleared, your account may be referred to the Collections Department.

Address changes should be made via the self-service tab on myNEU. Please also notify your department of any address change.

**INTERNATIONAL STUDENTS**
Please note that it is the policy at Northeastern University that a graduate student is not eligible to apply for pre-Optional Practical Training if he/she currently holds or is in the process of obtaining a Stipended Graduate Assistantship during the same time period of the requested pre-OPT.

International students in F-1 non-immigrant status cannot work more than 20 hours per week on campus while classes are in session, therefore, international SGAs cannot work in any other capacity on campus.

**IMPORTANT OFFICES**

**GRADUATE STUDENT FINANCIAL SERVICES**
354 Richards Hall, 617.373.5899

NOTE: If you are a U.S. citizen or U.S. permanent resident, Graduate Student Financial Services will be notified of your award.

If you are applying for financial aid, your award will be considered a resource in determining your eligibility. For more information, please contact GSFS directly.

**HRM/PAYROLL SERVICE CENTER**
250 Columbus Place, 617.373.2280

**INTERNATIONAL STUDENT & SCHOLAR INSTITUTE**
405 Ell Hall, 617.373.2310

**REGISTRAR’S OFFICE**
120 Hayden Hall
Student Accounts 617.373.2270
Registration 617.373.2300

**STUDENT EMPLOYMENT OFFICE**
101 Curry Student Center
617.373.3200

**Terms of Award**

2013-2014

180 Renaissance Park
617.373.5990
gradcssh@neu.edu