



Graduate Assistantship Tuition Scholarship Policy, Procedure, and Form

Benedictine University provides Graduate Assistantship Tuition Scholarship for eligible students who are hired in the classroom/office or athletic departments, where they receive professional experience, training and financial support.

Eligibility Standards:

Graduate Assistants must work minimum of 5 hours, maximum of 20 hours per week and be a full-time student. Each department is responsible for their budget funds for the stipend within the Graduate Assistantship area.

Educational Costs Covered:

The Graduate Assistantship Tuition Scholarship will cover tuition costs for eligible applicants.

Educational Costs Not Covered:

The Graduate Assistantship Tuition Scholarship does not cover any fees associated with any course. Every dollar of tuition and Student Service Fees (Non-PhD Programs) over the \$5,250 limit will be treated as taxable income to the employee subject to income and withholding taxes. The taxable portion of tuition will be reported as taxable income on the employee's Form W-2.

The Graduate Assistantship Scholarship does not cover Study Abroad programs, any academic programs by other institutions, any room and board charges and/or the cost of books. These costs are the responsibility of the Graduate Assistant.

Procedure to Apply for the Graduate Assistantship Scholarship:

The Graduate Assistant must complete the attached Application for Graduate Assistantship Tuition Scholarship following prior to registration for any course. This must be done for every semester or term the scholarship is being requested. Any changes to the application must be with Human Resources no later than the add/drop period for the course in which the Graduate Assistant is completing the application for.

The Application for Graduate Assistantship Tuition Scholarship must be submitted to Human Resources who will forward it to the Admissions and Enrollment Representative for eligibility approval if not previously signed by the Admissions department. This must be done prior to add/drop period.

Graduate Assistantship Tuition Scholarship amounts will be applied to student tuition accounts as payments after the designated tuition refund period has lapsed. All course fees (as stated above) that are not included as a tuition scholarship are due prior to the course start date.

Graduate Assistantship Tuition Scholarship amounts that are determined to be taxable income will be processed through payroll for tax purposes. The taxable portion of tuition will be processed as a gross dollar amount through payroll.

Registration and Billing Rules and Policies:

Graduate Assistantship Tuition Scholarship Assistance applicants will be treated like any other student and must follow all rules/policies where registration and billing are concerned. Please contact Student Accounts for payment arrangement policies and procedures



Application for Graduate Assistantship Tuition Scholarship

Eligible Applicant:

Applicant's Name: _____		Student ID Number: _____	
Address: _____		State: _____	
Phone# _____			
Semester: Year _____	<input type="checkbox"/>	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>
		Spring <input type="checkbox"/>	Summer <input type="checkbox"/>

I am applying for Graduate Assistantship Tuition Scholarship under the following eligibility:

<input type="checkbox"/> I am a Graduate Assistant
<input type="checkbox"/> I am successfully admitted to a graduate program of study at Benedictine University
<input type="checkbox"/> I have maintained satisfactory academic Progress of 3.0 or higher graduate GPA in coursework each semester
<input type="checkbox"/> I understand that to receive the full tuition waiver I have requirements up to 9 credits per fall/spring semester and up to 6 credits total for summer terms, up to two-years in the Graduate Program.
Number of Courses Requested: _____ Number of Credit Hours Requested: _____

Human Resources Use Only:

Graduate Courses income tax exclusion:	\$5250.00
Year-to-date Graduate Assistantship dollar amount:	\$ _____
Balance of income tax exclusion for tax year _____:	\$ _____
Eligible amount of Graduate Assistantship for current application:	\$ _____
Current application's tuition dollar amount that is taxable income:	\$ _____

My signature below indicates that I have read, understand and agree with the eligibility definitions and terms of the Graduate Assistantship Tuition Scholarship. I further understand that this application for tuition coverage is subject to audit and additional documentation of eligibility may be required. If I am found to be ineligible, I am responsible for reimbursing any and all monies to Benedictine University. Failure to comply with the above requirements may result in denial of this benefit.:

Applicant Signature: _____	Date: _____
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Enrollment Management Approval of Eligibility:

- ☐ The above applicant is eligible for Graduate Assistantship Tuition Scholarship for the requested semester.
- ☐ The above applicant is not eligible for Graduate Assistantship Tuition Scholarship for the requested semester.

Reason: _____

Signature: _____ Date: _____