



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 one fellowship for dissertation writers in their fifth or sixth year, the Schmidt Dissertation Fellowship.

If you are awarded one of the specific named fellowships above, your award will be paid in 9 monthly installments via accounts payable. These payments will be through direct deposit. Please follow the Student Direct Deposit instructions provided in this document. The first payment will be on the first Friday of September and will continue on the first Friday of each month through May.

[^]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 payment will appear in full on your student account divided equally at the beginning of both the fall and spring semesters for which you are enrolled for the following 3 academic years. It should be available 7-10 days before the first day of classes. Please see <https://vcfa.tcu.edu/refunds/> for instructions 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/current-employees/calendars/index.php> the current biweekly payroll schedule. For first-year students, the first pay date will generally be the first pay date that occurs after the fall start date for classes.

9-Month Stipend Schedule (first-year students)

All first-year students will be paid on a 9-month schedule. 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.

12-Month Stipend Schedule (continuing students eligible for stipend)

Students in good standing entering their second year will transition to a 12-month schedule at the end of their first spring semester. The annual award amount remains the same, but it will be divided equally over 26 biweekly pay dates. **Please note that the bi-weekly amounts will be smaller than what you received in your first fall and spring semesters due to being spread out over more pay periods.** All students continuing to be awarded a stipend will remain on the 12-month schedule each year that their award is renewable.

Students on 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 or HIST 70980 and PhD students should enroll in 1 hour of ENGL or HIST 90980 or 90990, as appropriate. **AddRan College will provide a tuition award for one hour in the summer.**

Employment Verification

All students who did not receive a Green or Radford Fellowship must complete employment verification through the Center for Career and Professional Development, The Harrison, Suite 1100. You will need to bring original documents from [List A or List B](#) Monday -Friday from 8am-5 pm. You do not need an appointment. 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.** NOTE: IF YOU ARE AN INTERNATIONAL STUDENT, YOU NEED TO CONTACT THE [INTERNATIONAL SERVICES OFFICE](#) TO COMPLETE THE ON-CAMPUS EMPLOYMENT PROCESS.

*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 awarded per 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

All Students (including fellowship recipients) – Complete the Student Direct Deposit steps below. This is for reimbursements from your student account and travel expenses (not bi-weekly payroll.)

Student Direct Deposit

1. Log in to my.tcu.edu
2. Click the Student Account Tile
3. Click Enroll in Direct Deposit (on the left)
4. Enter bank account information
5. Slide bar should be marked as “Yes”
6. Click Submit
(Bank Code=Routing Number)

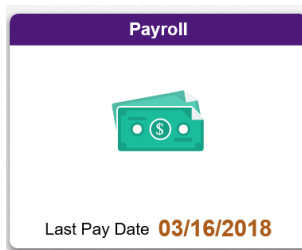
Assistants (RA, GI, GA, and TA) – students who did not receive one of the specific named fellowships outlined in this document should complete these direct deposit steps in addition to the student direct deposit steps above.

Student Employee Checklist

After completing your employment verification with Career Services and receiving email from HR complete the below:

✓ Enroll in Direct Deposit

Log in at MY.TCU.EDU. On your Student Homepage click on the Payroll tile. Enter your bank information, routing, and account nos. (Sample check below) on the Direct Deposit page.



The payroll icon requires your job to be processed and active in HR. You will receive an email advising your job has been processed by HR. Direct Deposit may take two pay periods to become effective. Log in to my.tcu.edu to verify your payment is a check or an advice. If you have a check, please come to Human Resources at 2701 W. Berry St. to pick up.

✓ Register for Online W-2s

- *Go to <https://www.paperlessemployee.com/tcu> and Create an Account.
- *Create a username and password (username/ password will be used to retrieve your W2)
- *Click the **YES** radio button to, “Would you like to receive your original tax

statement electronically?”, then click the **submit** button.

*Include an additional email address besides your TCU account. We suggest a parent’s email address

In January, you will receive an email when your tax document is available.

Questions? Employee Self Service: employeess@tcu.edu or for Online W-2:

HRW2@tcu.edu

HR/Payroll – Created: August 2012

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