

Information and Resources for Fellowship Students

When students receive a fellowship, particularly an external fellowship, it is important to notify both the Graduate Coordinator and the unit responsible for your appointment; this unit will generally be the home department of your PI, and the contact person will be the lab's Financial Administrator, Grants and Contracts Specialist or Human Resources Representative. Students should make an appointment with their Graduate Coordinator as soon as they are notified of receiving a fellowship.

Registration

It is imperative that fellowship students clear bars and register during the first access period every semester. This will ensure that your fellowship funds are released, and your tuition will be paid and confirmed in time for your first paycheck to be issued.

Tuition/Stipend

In some cases, fellowship stipends are less than the GRA stipend and/or the fellowships cover a portion, not full, tuition. ICMB policy requires advisers to top-up any fellowship stipend or tuition payment that does not cover the students' full stipend or in-state tuition. If students ever experience issues with tuition payments, a late paycheck, or any other issues related to tuition/stipend, contact the Graduate Coordinator immediately. Pay particular attention to discrepancies in pay, either under- or over-payments. Always ask questions if you are not sure that your paycheck is correct.

Tuition Waivers: Once on fellowship, non-Texas residents must secure in-state tuition rates via other means, since most students qualify for in-state rates via academic employment (through GRA or TA appointments); *It is the Graduate Program's responsibility to secure waivers for fellowship students through the Graduate School or the College of Natural Sciences.*

Health Insurance

Fellowships do not automatically provide the recipient with health insurance coverage. Fellowship students have several options for meeting their health insurance needs. Often, fellowships provide a premium payment in the amount of student health insurance coverage. If students decide that they need to stay on staff insurance, the PI will be responsible for topping up the insurance premium to the staff premium amount. Some fellowships do cover a premium in the amount of staff insurance coverage. Ultimately, it is the student's responsibility to decide what coverage they need, and they are responsible for annual or monthly payments.

Information regarding the Student Health Insurance Plan can be found here:

<https://utexas.myahpcare.com/enrollment>

Information regarding fellowship eligibility for the university staff group insurance which is available to those with qualifying fellowships (\$10,000 or more in stipend) can be found here:

<https://hr.utexas.edu/student/insurance-graduate-student-fellows>

Summer “Gap Insurance”: If domestic students are on fellowship during the summer, enrolled in the student health insurance plan through AHP, and know that they are moving to a student academic appointment (GRA or TA) in the fall, then they will need to enroll in “gap insurance” to be covered the last two weeks of summer. Students should contact their Graduate Coordinator, or the AHP student support contact (Ivan Kopecky, ivankopecky@ahpcare.com) to confirm if they need or qualify for summer gap insurance. The lab/department should cover the gap insurance fee, which is about \$200. The same gap may occur in the spring semester, if the fellowship ends on 12/31. The GRA and TA appointments do not start until 1/15, therefore, students may see an additional insurance charge on their spring bill.

Insurance Waiver: If international fellowship students have secured their own insurance, they will need to waive the student insurance here:

<https://world.utexas.edu/iss/insurance/students/waivers>

Fellowship Status vs Student Employee Status

“Zero-hour” Appointment: Your department should appoint you to a “zero-hour” affiliate position in order for you to maintain all access that you normally have as a student employee. If you ever experience issues with access (i.e. building access, UT electronic systems, gym, parking permits, etc.) contact your Graduate Coordinator immediately.

Payment information: Stipends pay out monthly, and the paycheck schedule depends on the type of fellowship students hold; The lab’s financial contact or the staff member responsible for administering the award can assist students if they are unsure about their paycheck schedule. One-time payments and money towards medical insurance generally pay out at the beginning of the semester for which they are awarded. If students hold an academic appointment (GRA or TA position) prior to, or following the fellowship period, students may experience an interval in pay or double pay. Students will need to plan accordingly. Anytime a student is moving from a fellowship to an academic appointment, and has questions about how this may affect their payment schedule, they should meet with their lab’s Financial Contact or staff member responsible for administering the award.

Tax Information and Resources

Fellowship stipends are subject to federal income tax, however, sometimes taxes are not withheld from fellowship paychecks. Students are strongly encouraged to attend the Graduate School Tax Workshop, which is held every spring semester.

Here is a link to sign up for Graduate School workshops:

<https://gradschool.utexas.edu/services-and-resources/events>

If you are unable to attend the workshop, students can find information (including the tax workshop presentation and slides) here: <https://gradschool.utexas.edu/finances/tax-considerations-for-graduate-students>

International fellowship students should defer to the International Office regarding tax inquiries: <https://world.utexas.edu/iss/ssn-tax/tax/gtp>