

GRADUATE FINANCIAL AID

For all students with Graduate Financial Aid (assistantships and/or tuition remission):

1. Remitted tuition may only be used for the following:
 - courses to be credited toward your degree program
 - graduate level prerequisites set by the department
2. Tuition remission may not be used for auditing courses.
3. Graduate students holding financial aid awards must be enrolled as full-time students (6 hours).
4. Graduate awards are for an academic year including the summer preceding the fall term. For example, the 2019-2020 academic year includes Summer 2019, Fall 2019, and Spring 2020 (except for first year awards beginning in the fall semester when, as an example, the award would be given for Fall 2019, Spring 2020, and Summer 2020).
5. Student is responsible for payment of fees each semester.
6. If the department requires you to perform duties as a condition of this award, all or part of the award may be subject to federal income tax laws.
7. Student is responsible for paying tuition charges that exceed the tuition award.
8. Student must submit a written request to the Graduate Program Director before committing to outside employment.

For students with Teaching or Research Assistantships:

Paperwork to finalize the payroll process and initiate your stipend payments will be submitted after your acceptance of the award and completion of the required I-9 form. Failure to provide the required identification or complete the requisite forms could delay the processing of your award and lead to the assessment of late fees for which you will be responsible, as well as a delay in payment.

U. S. Citizens – prior to 1st day of class:

1. Take to Career Services, Jarvis Hall, room 147, (ext. 2222):
 - a. Social Security card **REQUIRED AND**
 - b. Driver's license, other picture identification **OR** Current passport
2. Complete THE I-9 FORM in the Career Services Office

International Students – prior to 1st day of class:

1. Take to the Office of International Student Services, Jarvis Hall, second floor, (ext. 7292):
 - a. Passport
 - b. I-94 departure card
 - c. I-20 I.D.
 - d. Social Security Card** or letter

**The application process and receipt of the social security card may take a few weeks. Therefore, contact International Student Services as soon as you are on campus.
2. Go to Career Services, Jarvis Hall, Room 147, to complete the I-9 FORM. (Work with ISS on this)
3. Shelli Barr-Mathis in Human Resources will email you about completing an online tax program called GLACIER. Your pay will be on hold until these forms and documents are received. If you have questions, you may contact Shelli at s.barr@tcu.edu or 817-257-5114. The Human Resources building is located at 2701 W. Berry Street.

Those students who have presented and prepared these documents for prior financial aid awards through the Office of Graduate Financial Aid need not present or prepare them a second time.

TEACHING ASSISTANTS and RESEARCH ASSISTANTS are paid through Payroll and must use Direct Deposit. Set up Direct Deposit on PeopleSoft on my.tcu.edu. It usually takes one pay period to go into effect. For the first pay date, pick up your check in the HR Payroll Dept. Thereafter, the checks go to Direct Deposit if there are no problems. The Payroll Department is in the Human Resources building at 2701W. Berry Contact the Payroll Department if you have any questions or problems at 817-257-7790.