

UWM Chancellor's Graduate Student Award Fact Sheet

Awards Processed as Monthly Stipends Paid on the First of Each Month

This Fact Sheet contains important information regarding the UWM Chancellor's Graduate Student Award. If you have any question or need further clarification, please call the contact person listed in the Award Letter.

DESCRIPTION

The UWM Chancellor's Graduate Student Award is intended to attract and retain graduate students with exceptional academic records and high promise of future success. Chancellor's Awards may be offered on their own as "free-standing" unique awards, or in conjunction with other departmental or university support.

COMPLIANCE

As a recipient of a UWM Chancellor's Graduate Student Award, you must comply with program requirements as described in your Award Letter.

PAYMENT PROCEDURES

The Chancellor's Award is distributed as a monthly stipend to be paid on the first of each month via the appointment/payroll system.

All monthly checks are available in the Cashiers Office, Mitchell Hall 285 – unless a "Direct Deposit Authorization Form" has been processed.

For recipients of monthly Chancellor's Awards only, the following forms are needed:

DIRECT DEPOSIT AUTHORIZATION

For your convenience, the University will deposit your check directly into your financial institution account. For this service, complete a Direct Deposit Authorization and return it to the address indicated on the form (UWM Payroll Office). The form can be downloaded from <https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>

W4 FORM

Completion of a W-4 form enables you to receive your Chancellor's Award. (No student can receive University payments until a W-4 form is on file). Complete and return this form with your signed letter of acceptance.

FOREIGN NATIONAL STUDENTS (excluding permanent residents) must indicate the appropriate relationship and income type in their GLACIER Account and have either a Social Security number or an ITIN number for tax reporting purposes before payment can be made. GLACIER accounts are assigned after an appropriately completed W-4 is provided to the Human Resources Office, Engelmann 125. Notification of new account creation is emailed to individuals on Fridays and Saturdays following the entry of the W-4 into the HRS system.

Note: Only one W-4 form is required per student. If you have a W-4 form on file at UWM, or if you have completed a form for another appointment, you do not need to submit a separate form for this award. Contact the Payroll Office at (414) 229-5353 if you are unsure.

PAYROLL DEDUCTION FOR TUITION (Form Enclosed)

You may choose to have your Chancellor's Graduate Student Award applied directly to any tuition and mandatory student fees you may owe through Payroll Deduction. To do so, complete and return the enclosed Payroll Deduction for Tuition card. *(If you have more than one award/appointment, you need to complete the card only ONE time. Check all awards and/or appointments that apply)*

Return the card in person or mail to the address provided on the card. To be eligible for payroll deduction, the Accounts Receivable Office must receive this card no later than the Friday of the 1st week of classes.

You are encouraged to take advantage of University payroll deduction. It will benefit you by preventing possible:

- Cancellation of registration for non-payment of tuition (if received at least 3 days before due date)
- \$25.00 late payment fee
- Finance charges on the deferred tuition amount

TUITION PAYMENT

When you register for classes using your online Panther Access to Web Services (PAWS) account, you are making a financial commitment to UWM. It is important that you monitor your tuition bill through your PAWS account to determine your tuition and fees obligation, including due dates.

IMPACT ON FINANCIAL AID

The Chancellor's Award may have an impact on other types of financial aid. If you have applied for or are receiving a federal loan, work-study, or other need-based award, you must report the amount of the award to the UWM Department of Financial Aid at (414) 229-4541. They will determine how/if this award impacts your other aid. *(International students on F1, F2, J1, J2 or G visas are not eligible for federal financial aid).*

TAX INFORMATION

For information regarding potential tax implications of this award, request Publication 970 (Tax Benefits for Education) from the Internal Revenue Service at www.irs.ustreas.gov or phone 800-829-3676. For information on University reporting go to www.bfs.uwm.edu/ASM/view.aspx?id=7.2.5&d=1

HEALTH INSURANCE BENEFITS

If your Chancellor's Award is paid to you monthly, you may be eligible for some benefits. Please call the UWM Benefits office at (414) 229-4925 or email benefits@uwm.edu to determine any eligibility for health insurance and application deadlines.

AWARD RESPONSE FORM

Please return the Award Response Form to the address at the bottom of the form, by the date indicated in the Award Letter.

IMPORTANT ACTIONS AND DATES TO REMEMBER

We hope you will accept our offer of a UWM Chancellor's Graduate Student Award. As a reminder, please complete and return the following items:

ITEM	STATUS	MAIL TO	DATE DUE
Award Response Form	Required	Address at bottom of Response Form	Date indicated in Award Letter
W-4 Form	Required (if not previously submitted)	UWM Payroll Office P.O. Box 413 Milwaukee, WI 53201	Date indicated in Award Letter
Payroll Deduction for Tuition Card	Recommended	UWM Accounts Receivable Office P.O. Box 413 Milwaukee, WI 53201	Friday of the 1 st week of classes