**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>Requesting Allocated Waivers</td>
<td>5</td>
</tr>
<tr>
<td>Requesting Fellowship Waivers</td>
<td>6</td>
</tr>
<tr>
<td>Requesting Training Grant Waivers</td>
<td>9</td>
</tr>
<tr>
<td>Summer Waiver Information</td>
<td>11</td>
</tr>
<tr>
<td>Deadlines</td>
<td>12</td>
</tr>
<tr>
<td>Graduate College Fellowships and Awards Office</td>
<td>13</td>
</tr>
<tr>
<td>Major External Fellowships Administered by the Graduate College</td>
<td>14</td>
</tr>
<tr>
<td>Whom to Contact</td>
<td>15</td>
</tr>
</tbody>
</table>
General Information

**What exactly are these waivers?**
The Graduate College has a limited reserve of waivers to use in three ways: 1) allocated to programs semesterly, 2) offered to students who have won individual internal and external fellowships, and 3) offered to students selected for training grants by programs. Each of the three types is detailed in later pages and they are known colloquially as 1) allocated or “BOT” waivers; 2) fellowship waivers; and 3) training grant waivers.

**What about assistantships?**
The Graduate College does NOT work with assistantship waivers. If a student has question about a waiver that is attached to employment, e.g., a teaching, research, or graduate assistantship, the student must contact the hiring unit or the Office of Financial Aid and Scholarships. The last page of this Handbook includes a list of contacts for reference. In extreme cases, the Fellowships Office can serve as an ombudsperson; however, the student should begin with the hiring unit or Financial Aid, not the Graduate College.

**What do these waivers include?**
All Graduate College waivers cover tuition, tuition differential, service fee, health service fee, academic facilities maintenance fund assessment (AFMFA), if assessed, Library and Information Technology Assessment (LITA), if assessed, and portion toward the cost of university health insurance (Campus Care). In the summer term, no health insurance is covered by the waiver. The key difference between these and assistantship waivers is that the latter do not cover differentials; furthermore, Graduate College waivers are not taxed.

**How are allocated waivers distributed?**
Each program has a quota of allocated waivers, based on five-year averages of their graduate enrollment, for their distribution. No program is obligated to award these waivers. Fellowship and training grant waiver recipients must meet all criteria detailed later in this handbook.

**Can students work on-campus while they hold allocated waivers?**
Yes, with stipulations. A student with an allocated waiver can be employed on-campus without exceeding 50% full-time equivalency (FTE) (twenty hours per week) IF the position does not already include waiver coverage (such as a teaching/research/general graduate assistant position, or a campus staff position). Usually, students who work while holding an allocated waiver have a graduate hourly position, or an assistantship position <25%.

**Can students work on-campus while they hold fellowship or training grant waivers?**
If a student is awarded a fellowship or training grant waiver, they need to read the fellowship’s or training grant’s terms VERY CAREFULLY; some awards do not permit other/concurrent employment. It is not the Graduate College’s responsibility to ensure that a student is in compliance with their fellowship or grant terms.

*A program has awarded an allocated waiver to a student, communicated it to the Graduate College, and some time has passed, but it has not been credited to the student’s account. What should be done?*
First, check the student’s enrollment. Full-time waiver recipients must be enrolled for at least 12 credit hours (if in fall or spring, or 6 in the summer). Part-time waiver recipients (not all programs have these) must be enrolled for 8-11 credit hours in fall or spring, or 3-5 hours in the summer. If these registration requirements are not met, the waiver will not be applied and the student is liable for any late fees that might accrue until the registration is corrected. The student needs to enroll in sufficient credit hours immediately; once enrolled, then contact the Fellowships and Awards Office in the Graduate College via email (bwilli7@uic.edu).

Second, does the student have any on-campus employment that includes a waiver through that appointment? If so, the student will have to utilize the employment waiver—or have their appointment adjusted. In either scenario, the student should contact the Fellowships and Awards Office in the Graduate College via email (bwilli7@uic.edu) specifying which waiver is being used.

If the student is properly enrolled and does not have a position on campus that provides a waiver, the student needs to call their advisor in the Office of Financial Aid. When contacting Financial Aid, the student needs to tell the advisor that they have a Graduate College allocated waiver.

There is also a flowchart on the Graduate College website called “My waiver didn’t post! What do I do?” in the “Funding Your Education” section to help clarify the process.

What if a program offers an allocated waiver to a student, but the student decides to take an assistantship instead?
The key is to inform the Graduate College of the waiver change (update your program’s waiver spreadsheet and submit it to the Graduate College). As long as the program has communicated with the Graduate College by the general deadline, then removing or replacing students’ names by the tenth day of classes should not be a problem. Problems arise when programs do not communicate with the Graduate College until well into the semester, or not at all.

Can a program offer an allocated waiver to a student not enrolled in their program?
No. Students receiving an allocated waiver must be enrolled and degree-seeking in your program. For fellowship and training grant waivers, recipients do not have to be enrolled in your program—they simply must be degree-seeking and enrolled in a Graduate College program. (For historical reasons, a couple of professional programs receive allocated waivers.)

Can Graduate College waivers be awarded retroactively?
No. This is of crucial importance. Deadlines are detailed later in this handbook. Once waivers are reported to Financial Aid – particularly after the summer term – changes cannot be made to that report, which is essentially an expense report of state funds.

If a student has an allocated waiver in the spring, will the student automatically receive a waiver in the summer?
No. Graduate College waivers are not connected to employment, unlike assistantship waivers, which can “roll over” into the summer. (Assistantship “roll-over” waivers are explained on page 10 of the Graduate Assistantship HR Resource Guide published by UIC Human Resources. Allocated waivers are given each semester for that semester only. Fellowship and training grant waivers are given for the period of time for which the student is receiving the award’s support.)
What if a program or student has other questions?
The best place to start is the Graduate College’s website, at http://grad.uic.edu. If you cannot find the information on Graduate College waivers there or in this Handbook, contact the Fellowships and Awards Office in the Graduate College at 312-413-2389 or by emailing bwilli7@uic.edu.
Requesting Allocated Waivers

Each semester, about a month before the due date, the Graduate College will send academic programs an email containing the general waiver announcement, including deadlines and any new information, and the program’s blank waiver file.

Example of a blank allocated waiver list:

Once a program has completed its waiver list, it must be sent back to the Fellowships and Awards Office via Box (waiver lists are submitted to a Box folder via email). The onus is on the program to ensure that their selected waiver recipients are degree-seeking students in their program and understand the registration requirements of the waiver (12+ credit hours for full-time waivers and 8-11 hours for part-time waivers in fall and spring term; 6+ hours for full-time waivers and 3-5 hours for part-time waivers in the summer term). Once the Graduate College sends a student’s waiver information to Financial Aid, the Graduate College will then email the student a link to the Online Waiver Agreement Form to complete (see below).

If a program will not use any allocated waivers, the program must let the Graduate College know that in writing – an email to the Fellowships and Awards Office is sufficient. Further, if the program has awarded an allocated waiver to a student and sent the list to the Graduate College by the general deadline but then learns that the student has accepted an assistantship, the Graduate College is happy to help the program in getting the updated information to Financial Aid as well as the information for a substitute recipient of an allocated waiver.

We understand that programs can encounter delays. **However, there must be a written response to the Graduate College by the general waiver deadline, if an extension is being requested (extensions are not guaranteed).** A DGS or program designate can send an email to the
Fellowships Office requesting that they send the waiver list by the tenth day of classes in such cases. The essential point is that the Graduate College must receive communication from the program by the general deadline.

A program’s waiver quota does NOT change without significant correspondence between the program and the Graduate College. Either the program or the Graduate College might start the conversation. In general, the program’s quota stays the same from year to year. The Graduate College episodically reviews graduate program enrollments to determine if a change in allocations is warranted.

A program may appeal its quota of waivers to the Dean of the Graduate College. The appeal must illustrate a compelling case based on factors including specific examples of the program’s efforts toward graduate student stewardship and mentoring, number of internal and external fellowships awarded to its graduate students, and total graduate enrollment (historical, current, and projected). Appeals must be provided in writing (via email is acceptable) by the DGS (not support staff) to the Dean, Executive Assistant Dean, and the Fellowships and Award Office.
Requesting Fellowship Waivers

When a student wins an external fellowship, he or she may be eligible for a fellowship waiver, if the fellowship meets all of the following criteria:

- The award is competitive, provided to an individual student for a specific term(s);
- the award provides funds for living expenses of approximately $20,000 for the twelve-month calendar year, or $18,000 for the nine-month academic year; and
- the student remains in good academic standing and follows enrollment requirements.

If a program or student would like to request a fellowship waiver, an online fellowship/training grant waiver request form must be completed and submitted for the student in question at https://uic.ca1.qualtrics.com/jfe/form/SV_0wcPRw7DIP0Py1D.

Empty fellowship/training grant waiver request form:

4. Is this tuition waiver being requested in conjunction with a newly awarded fellowship? Or is the fellowship being renewed?

☐ New Fellowship
☐ Fellowship Renewal

5. Please name the department through which the student is/are completing a degree.


6. Please provide the student’s UIN. If unknown, please just note 6666666666 (the waiver cannot be processed however without the correct UIN).


7. Please indicate all semesters the student is to receive funding under this fellowship. Ex: fall 12, spr 13, su 13. If the funding can be renewed for future semesters/years but is contingent on actions by the student and not automatic, please note that as well.


8. Please note the full salary amount the student will be receiving, for the upcoming/remaining amount of the academic year. So, if the student will be funded for fall 12, spr 13, and su 13 at 36,000 per semester, then please indicate the grand total of $18,000.


9. Will the student be overseas or outside of the greater Chicago area while being funded by this fellowship?

☐ yes
☐ no

10. What is your role, in relation to the student?

☐ I am the student
☐ Administrator
☐ Faculty
☐ External funding agency liaison
The act of requesting a fellowship waiver does not mean the student will automatically receive one. The Graduate College must review the award letter(s) and salary/stipend level. Most internships are not eligible for a fellowship waiver.

Fellowship waiver requests MUST be received by the Graduate College by the tenth day of classes of the semester in which the fellowship begins. Any requests received after the tenth day of classes cannot be awarded for that semester – waivers cannot be awarded retroactively. Registration rules for fellowship waivers are always range I (12+ hours of enrollment).

Once the Graduate College approves a fellowship waiver request, it will send the student’s waiver information to Financial Aid, and then the Graduate College will email the student the link to the Online Fellowship/Training Grant Waiver Agreement Form for completion.
Requesting Training Grant Waivers

Programs or individual students may be awarded training grants by external agencies, such as the National Institutes of Health, wherein a monetary award is provided specifically for graduate students’ educational costs (tuition and fees) in addition to a stipend/salary. If the training grant’s educational funds do not cover all of the students’ tuition and fees, the program may request a Graduate College training grant waiver. The training grant must meet the following criteria:

- the award provides a stipend of approximately $20,000 for the 12-month calendar year, or $18,000 for the nine-month academic year;
- the student remains in good academic standing and follows enrollment requirements; and
- the training grant provides an amount of money specifically designated to cover graduate student tuition and fees, the maximum of which falls shorts of the students’ actual tuition and fee costs.

If a program or student would like to request a fellowship waiver, an online fellowship/training grant waiver request form must be completed and submitted for the student in question at https://illinois.edu/fb/sec/7407681. (This is the same form referenced earlier for fellowship waiver requests.) The act of requesting a training grant waiver does not mean the student will automatically receive one. The Graduate College must review the award letter(s) and salary/stipend level.

If the training grant shall pay a portion of the tuition, and the waiver should cover the remainder (i.e., a “split” waiver is requested), it is the program’s responsibility to provide the Graduate College, by the tenth day of classes, with a spreadsheet clearly showing the way funds will be paid. The Graduate College will then share the information with Financial Aid. Programs are strongly encouraged to expend all of the grant’s educational monies and, additionally, to ensure that those monies and the split waiver cover all of the student’s tuition and fees. Complete information on the amount of tuition and fees a student will be assessed can be found at the Office of Registration and Records website.

Example of a completed split waiver spreadsheet:
Once the Graduate College approves of a training grant waiver request, it will send the student’s waiver information to Financial Aid, and then the Graduate College will email the student the link to the Online Fellowship/Training Grant Waiver Agreement Form for completion.

Training grant waiver requests MUST be received by the Graduate College by the tenth day of classes of the semester in which the training grant begins, and waivers cannot be awarded retroactively.
Summer Waiver Information

For summer waiver administrative purposes, the summer is considered one term, and registration is cumulative over the various course timeframes (e.g., “Summer 1,” “Summer 2) over the entire summer.

As noted, students need to enroll for at least 6 credits if they are receiving a full-time waiver, and 3-5 credits for a part-time waiver. Since registration is cumulative, students must have enrolled in a total of six credits by the end of the summer. Given the two terms, the student could register for four and two, or three and three, or zero and six, etc. As long as the student has a summer cumulative total of six credits by the end of the second summer session, the waiver will post. This goes for all Graduate College waivers.

As mentioned on page four, Graduate College allocated waivers do not roll-over into the summer term. According to Human Resources, the policy is that if a student has an assistantship of 25%-67% in the spring semester, then the immediately following summer, the student automatically receives a tuition waiver if the student registers for at least three credit hours, \textbf{and} as long as they do not hold a waiver-bearing summer assistantship position. \textbf{This is NOT true of Graduate College waivers.} Graduate College waivers are awarded each semester; if a student has a Graduate College waiver of any kind in the spring, that does not guarantee a waiver over the following summer.

Please remind students with summer waivers to check their student accounts \textbf{before the last day of summer classes}, to ensure that there has been no problem with the posting of the waiver. This is crucial, as Financial Aid closes accounts immediately after the summer semester to begin its annual financial reports to the Board of Trustees. Once reported, that information cannot change. \textbf{Therefore, if a student’s summer waiver was not properly credited, but the student does not notice or take action until the fall, the waiver is lost, and the Graduate College will NOT cover its cost.} Either the student or the program will have to do so.
Allocated waiver lists have two deadlines: a general deadline and a by-approval-only deadline of the tenth day of classes. The general deadline varies. It is set based on discussion with the Office of Financial Aid, which not only apply all Graduate College waivers manually but are also posting (and adjusting) federal loan money to students’ accounts. The Graduate College recognizes that Financial Aid needs to know about waivers prior to posting loan money, in order to properly credit students’ accounts and to avoid serious issues, such as a student having to repay loan money back to the university for routing to the federal loan agency.

If a program finds that a decision cannot be made by the general deadline, an explanatory email should be sent to the Fellowships Office requesting an extension.

Fellowship and training grant waiver requests must be received by the Graduate College by the tenth day of classes of the semester in which the waiver should begin.

Waiver acceptance forms should be received by the Graduate College for all types of waivers by the tenth day of classes, but that onus is on the student. If a student fails to complete the waiver acceptance form, and then realizes later there is an issue (for example, the student did not enroll in enough hours, or did not pay their nonwaived fees and now has late fees) the Graduate College is very limited in any assistance it can provide.

Again, for summer waiver holders, please remind those students who have waivers for the summer to check their accounts by the last day of summer classes, to ensure that there has been no problem with the posting of the waiver. This is crucial, as Financial Aid closes accounts immediately after the summer semester to begin its annual financial reports to the Board of Trustees. Once reported, that information cannot change. Therefore, if a student’s summer waiver was not properly credited, but the student does not notice or take action until the fall, the waiver is lost, and the Graduate College will NOT cover its cost.

Waivers cannot be awarded retroactively. They must be requested by given deadlines.
In its mission to assist graduate students with both internal and external funding, the Fellowships Office works with three groups: graduate students, graduate faculty and staff, and funding agencies such as the National Science Foundation, the U.S. Department of Education, Institute for International Education, etc.

The Fellowships and Awards Office is a small section within the Graduate College, consisting of one coordinator, a graduate assistant, and occasionally supporting staff members. They assist with helping graduate students find, apply for, and manage graduate funding offered by a variety of agencies, for all different educational levels and purposes, based on myriad criteria outside of field of study. For example, depending on the funding agency, eligibility for funding could be based on gender, ethnicity, religion, sexual orientation, age, or even parental status. The one unifying factor is academic merit. All funding agencies look for graduate students with merit, enthusiasm, and a project that fits with the funding agency’s mission. In order to help graduate students to find this funding, the Fellowships Office meets with graduate student groups, provides information sessions, meets with students individually, sends weekly emails to students via the GCGradFunding listerv, forwards narrowly-defined funding opportunities to specific departments, and offers information sessions on particular fellowships and awards.

Once a student has found funding opportunities, the Fellowships Office can help review the eligibility criteria, review and provide feedback on essays, provide certain documents or endorsement materials, and possibly link the applicant with a UIC student who has previously won the award. In some cases, the Fellowships Office is considered the institutional representative and thus is required by the agency to send all applications for a fellowship.

When a student wins an award, it is the Graduate College’s policy that certain awards can be accompanied by a full tuition and partial fees waiver (see the “Requesting a fellowship waiver” section of this Handbook for complete information). Furthermore, some agencies require a campus contact to manage the award; the Fellowships Office can serve that purpose. A complete list of these fellowships is provided on page 11. The Fellowships Office also keeps track of awards won by students, to honor them at campus receptions, match student winners with applicants, let departments know about high achieving students, etc.

With regard to graduate faculty and staff, the Fellowships Office does a great deal of outreach including attending faculty meetings, advertising information sessions for specific programs, and sending notices of current funding opportunities for students to Directors of Graduate Studies and support staff. This is deliberate. By sending notices to students through the DGS and graduate staff, it fosters the relationship between DGS, staff, and graduate students. It also informs the DGSs and staff of the rich and varied funding opportunities available.

Finally, the Fellowships Office works directly with funding agencies in a number of ways. As mentioned above, some fellowships require a campus representative either to submit applications on behalf of the institute, or to administer funding once it is awarded to a student. In addition, the Fellowships Office works with these agencies on campus visits, such that fellowship representatives can come to UIC, meet prospective applicants, and answer their questions directly.
Further information on the Fellowships Office can be found on the Graduate College website, in the Funding Your Education section. There, one can find information about internal and external funding mechanisms (see http://grad.uic.edu/uic-u-i-system-and-federal-opportunities and http://grad.uic.edu/online-funding-resources).
Major Fellowships Administered by the Graduate College

The Fellowships and Awards Coordinator serves as the official campus contact for a number of fellowships. Graduate students interested in applying for these fellowships should contact the Fellowship Coordinator in order to fully discuss the campus procedure, as required by the fellowship agency.

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Sponsoring Agency</th>
<th>Campus Contact Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Fulbright Student Program</td>
<td>Institute of International Education</td>
<td>Fulbright Program Advisor</td>
</tr>
<tr>
<td>NSEP Boren Graduate Fellowship</td>
<td>Institute of International Education</td>
<td>Campus Representative</td>
</tr>
<tr>
<td>NSF Graduate Research Fellowship Program</td>
<td>National Science Foundation</td>
<td>Coordinating Official</td>
</tr>
<tr>
<td>Fulbright-Hays Doctoral Dissertation Research Abroad Award</td>
<td>US Department of Education</td>
<td>Project Director</td>
</tr>
<tr>
<td>DAAD Study Scholarship</td>
<td>German Academic Exchange Service (DAAD)</td>
<td>Partner University Contact</td>
</tr>
<tr>
<td>DAAD Research Grant</td>
<td>German Academic Exchange Service (DAAD)</td>
<td>Partner University Contact</td>
</tr>
<tr>
<td>Dolores Zohrab Liebmann Fund</td>
<td>JPMorgan Chase Trustees</td>
<td>Partner University Contact</td>
</tr>
<tr>
<td>Critical Languages Scholarship Fund</td>
<td>American Councils for International Education</td>
<td>Campus Advisor</td>
</tr>
</tbody>
</table>

The Fellowships and Award Coordinator also serves as the central UIC administrator for international fellow grants administered by the Institute for International Education, Amideast, Laspua, Ford International Fellows, and a host of other awards.
Whom to Contact

For questions related to being selected for an allocated tuition and partial fees waiver:
*Contact the Director of Graduate Studies and the program’s graduate administrator for the program’s/department’s selection process.*

For questions related to Graduate College waivers:
*Fellowships and Awards Office*
*Benn Williams, Fellowships and Award Coordinator*
*University Hall Room 633*
*312-413-2389*
*bwilli7@uic.edu*

For questions about assistantship waivers:
*Refer to the hiring unit’s Human Resources contact first; then, if there is still a question, refer to the Human Resources representative for the College. Additionally, please consult the Graduate Assistantship HR Resource Guide published by UIC Human Resources, available at:*

For questions related to loans, balances, and other charges:
*UIC Student Financial Aid and Scholarships Office*
*Student Services Building, Suite 1800*
*312-996-3126*
*money@uic.edu*

Financial Aid Graduate/Professional contact for all programs
*Danah Anderson*
*danah2@uic.edu*