

Congratulations! You have been offered a Marquette University tuition scholarship. This brochure describes the rules and guidelines that apply to your award. By accepting your award offer you agree to the rules and guidelines in this brochure.

The Graduate School administers your scholarship. In most cases scholarships are limited to full-time graduate students who are in degree programs. Notable exceptions are the Catholic School Scholarships and the Milwaukee Area Teachers Scholarships, programs in which part-time status is expected, and in which admission to a regular degree status is strongly suggested, but not required. Both full and partial tuition scholarships are awarded. Awards range from 1-18 credits per academic year.

Your scholarship funds will be applied to your Bursar account after you respond and accept your offer and register for courses. You are personally responsible for the costs of your tuition that exceed the amount of your scholarship and for tuition and fees that are not covered by your scholarship (see rule #4 below).

Responding to this Offer

U.S. citizens, permanent residents, and international students residing in the United States:

You should accept or decline your offer as soon as you are able to give us a reply. For offers issued between January 1 and April 1, for the academic year beginning in the fall term, you have until **April 15** to respond (see *CGS Resolution*). The offer is valid until April 15. If your reply is not received by April 15, the Graduate School may rescind the offer. For offers issued on or after April 2, you should respond within 2 weeks of receipt of the award letter, or the Graduate School may rescind your offer.

International students not residing in the United States:

You should send an e-mail to thomas.marek@marquette.edu with your response (include your Marquette identification number on all correspondence please) then sign and return the letter

marked *copy*. If we do not hear from you within 45 days from the start of the semester your offer may be rescinded.

Rules & Guidelines

1. Amount of Award: The dollar amount of your award is stated on your offer letter. Your award will not pay for more than this amount. Be mindful of this in case you withdraw from a course after the 100% refund date passes (see rule #2). You must pay for all charges that exceed the dollar amount of your scholarship and for tuition/fees related to courses that are not covered by your scholarship.

2. Dropping or Withdrawing Courses: If you drop a course after late registration you will not recover all of your scholarship money to reuse. You will receive a refund based on the tuition refund adjustment in effect at the time of the drop or withdrawal.

Note: If you drop a course after late registration and add a course at the same time, the course you add may not be paid for in full by your scholarship, since you may not have received a 100% refund on the dropped course. You may then have to pay for a portion of the course you add.

3. Disbursement of Your Scholarship: Your scholarship will be disbursed to your Bursar account, or show up as an anticipated payment on your account, after we receive your formal acceptance of the offer, and after you register as a full-time student (see rule #5 for rules on full-time status).

4. Eligible Courses: Scholarship awards may only be used to pay for valid courses that are directly related to your degree.

Valid Courses Are:

- 200- and 300-level graduate courses that count towards your degree.
- 100-level courses available for graduate credit that count towards your degree.

Invalid Courses Are:

- Audited courses (if you register for audit courses or change from credit to audit during the semester you are responsible for the tuition fees for those courses).
- Undergraduate-level courses taken for undergraduate credit including prerequisites or deficiency courses.
- Personal preference courses within or outside of your discipline that will not count toward your degree and that have not been approved for scholarship coverage by both your department and the Graduate School in writing.

5. Full-Time Enrollment Status: Recipients of scholarships, except the Catholic School Scholarships and Milwaukee Area Teachers Scholarships, are expected to maintain full-time status during the terms of their awards. Full-time status is defined as enrollment in at least 7 credit hours of courses or its equivalent through continuous enrollment. Exceptions, which are occasionally made, must be endorsed by the student's department and submitted to the Graduate School for approval. By agreement with the College of Business Administration, the full-time status rule is waived for MBA students.

6. Privately-Funded (Named) Awards: If your award is funded by an individual philanthropist, foundation, or organization, your acceptance of the award allows the Graduate School to send an academic progress report to the donors or sponsors of the award. In addition the Graduate School or University Advancement may contact you with instructions to write a letter of gratitude to the donor.

7. Registration: You must register no later than the last date of registration of the first semester of your award term or your award may be rescinded and offered to another student.

8. Term of Award: Awards are semester specific. Refer to your award letter for the amount of your scholarship for fall, spring, and summer terms. Unused scholarship money from one term does not carry over to any other

term. You must contact the Graduate School to request the transfer of any of your scholarship money from one term to another. Award money cannot be transferred from one aid year to another.

9. Thesis/Dissertation Credits: Scholarships will not pay for more than 6 thesis or 12 dissertation credits.

Renewals

Scholarships are not renewed automatically. You must reapply for continued support and be considered along with new applicants. Award decisions are based on academic credentials, not on financial need. You must maintain a 3.0 grade point average and be making suitable academic progress to be considered for additional scholarships. You should not assume that your scholarship extends to any term(s) not specifically stated in your award letter. To reapply for a scholarship, submit a *Financial Aid Application for Admitted Students* form to the Graduate School or apply online at <http://www.grad.mu.edu/forms/index.shtml> by the appropriate competition deadline:

- Fall: February 15
- Summer: April 15
- Spring: November 15

The *Rules and Guidelines for Graduate School Financial Aid* may change from time to time as new policies are implemented. For current updates of these rules and guidelines online, visit <http://www.grad.mu.edu/finaid/merit.shtml>.

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Council of Graduate Schools (CGS) Resolution

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the condition affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of the Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

This resolution and a list of members and institutions that support it are on the CGS Web site in PDF format at <http://www.cgsnet.org>.

Rules & Guidelines Scholarships August 2005.doc

Rules and Guidelines *for* Graduate School Financial Aid: **Scholarships**



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