

## Fellowships in School of Education (not WDFG not AOF)

When a student in your department has been honored with receiving a School of Education fellowship, your help is needed to complete the following items. Includes Barr, Lotterman, O'Shea, Fairbrother, Carns and Trilling fellowships.

- TUITION REMISSION:** Tuition Remission of out-of-state tuition is included if the fellowship stipend is equal or greater than a 33.3% RA stipend, AND the student is a non-resident for tuition purposes. If these conditions are present:
- Each semester, complete the "Graduate School Fellowship Information Form for Non-resident Tuition Remission" for remittance of the out of state portion of tuition. The form is posted on the Bursar's web site <http://www.bussvc.wisc.edu/bursar/remismnu.html>, under the bullet item "For fellowships NOT administered by the Graduate School."
- Send the completed form via email attachment to [offr@grad.wisc.edu](mailto:offr@grad.wisc.edu).
- TUITION DEFERRAL:** If the fellowship includes tuition, each semester complete an "Internal Third Party Authorization Form." The form and instructions are posted on the Bursar's web site, <http://www.bussvc.wisc.edu/bursar/dept3rd.html>. Click on "Instructions for Uploading the Form to the Bursar's Office Secure Website" for submission instructions.
- TUITION DEFERRAL INVOICES:** If you submit an "Internal Third Party Authorization Form," you will receive an invoice 4-6 weeks after the semester starts. Verify student information and tuition amount. To pay the invoice, complete the "Inter-Departmental Billing Form for Third Party Student Tuition Payments" posted on the Bursar's web site <http://www.bussvc.wisc.edu/bursar/dept3rd.html>.
- Provide the project ID as indicated in the attached list, using account code 5713 and program code 9. Send the completed form to Bursar's Office - TPP, 333 East Campus Mall, #10501.
- FELLOWSHIP APPOINTMENT and PAYROLL:** Appoint the student 100% under Title Code Y21NN, Fellow and Scholars - Academic. Enter funding as indicated in the attached list.
- If the recipient is a non-US citizen, additional please refer to the instructions at the end of this document.
- UWF CHECK REQUESTS:** Check requests to UW Foundation for fellowship accounts are handled by Beth Walsh in the SoE Business Office.

Summary of Fellowships in the School of Education (not WDFG not AOF)

FELLOWSHIP	PROJECT ID	REMISSION OF OUT-OF-STATE TUITION	DEFERRAL OF TUITION TO PROJECT ID
Barr, Arvil S. Graduate Fellowship	233R040	Yes	Yes
Carns, Marie L. Fellowship	1610657	Yes	No
Fairbrothers, Roy Fellowship	1610837	Sometimes – check award letter	Sometimes – check award letter
Lotterman, Hal Fellowship	233BW79	Sometimes – check award letter	Sometimes – check award letter
O’Shea, Michael Vincent Fellowship	1611287	Yes	Sometimes – check award letter
Pella Science Education Fellowship	PRJ64BD	Yes	Sometimes – check award letter
Trilling, Blanche M. Fellowship	1610246	Yes	No

PAYROLL FOR NON-RESIDENT ALIENS:

Here are the instructions for paying a non-resident alien via payroll:

1. Email me the name of the person you are paying; sometimes they do come up as residents for tax purposes, and I will pass on the name to make sure that they need to set up a Glacier account versus paying them through PIR or the Bursar’s Office.
2. Once we determine that they are a non-resident alien, I need you to hire them via JEMS for the month you want them to be paid – please do so on the A-basis payroll. So, if you want them to be paid on the March payroll (April 1), then you hire them March 31.
  - a. Empl Class SA1
  - b. Job Code Y22NN – Scholar
  - c. Pay Basis – Lump Sum
3. Fill out the Additional Pay Form found here: <https://uwservice.wisc.edu/docs/forms/pay-additional-pay.pdf>. Use Rate Code SF5, and make sure the form is signed before turning in.

These payments are for account codes 5709 and 5714 and are to ensure that non-resident aliens are being taxed appropriately and that the income is being reported properly. The student must have a Glacier account set up before being paid, so make sure that you are leaving enough time to get that done before payroll is processed. Allison in Central Payroll will let me know if someone has not been set up, and therefore unable to be paid on time. Contact [Christy.Moldenhauer@wisc.edu](mailto:Christy.Moldenhauer@wisc.edu) with questions.