PRINCETON UNIVERSITY
Graduate Student Orientation
2016-17

Understanding Your Costs and Funding

This presentation will be made available on the Graduate School website:
http://gradschool.princeton.edu/costs-funding
FINANCE AND ADMINISTRATION

Mary Bechler
Senior Associate Dean of Finance and Administration
**WHAT IS PRINCETON’S COST OF ATTENDANCE?**

<table>
<thead>
<tr>
<th>Cost of Attendance 2016-17</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (including the Student Health Plan fee)</td>
<td>$47,220</td>
</tr>
<tr>
<td><strong>Living Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Rent (including utilities)</td>
<td>$12,800</td>
</tr>
<tr>
<td>Food</td>
<td>7,695</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>7,205</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,700</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$29,400</strong></td>
</tr>
</tbody>
</table>

**Notes:**
1) Living expenses are estimated for a single graduate student.
2) Rent expense is based on on-campus and off-campus options.
3) Effective September 1, 2016
HOW DOES PRINCETON FUND ITS GRADUATE STUDENTS?

- All Ph.D. students receive full tuition support, plus stipend support intended to cover the estimated Cost of Living (COL):
  - 12 months for Humanities and Social Sciences
  - 10 months for Natural Sciences and Engineering, with summer support from department for research

- Stipend Rates for 2016-17:

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Fellowship (12 months)</td>
<td>$31,400</td>
</tr>
<tr>
<td>First Year Fellowship (10 months)</td>
<td>$27,300</td>
</tr>
<tr>
<td>Assistantship in Research (10 months)</td>
<td>$27,300</td>
</tr>
<tr>
<td>Assistantship in Instruction (10 months)</td>
<td>$30,200</td>
</tr>
</tbody>
</table>

- For Master’s students:
  - Funding varies by school and/or program
  - Central funding is not generally provided by the Graduate School
WHAT ARE THE FUNDING SOURCES THAT COULD PROVIDE YOUR SUPPORT?

Graduate Financial Support

- Fellowships
- Assistantships in Research
- Assistantships in Instruction
- External Funding
WHAT ARE THE TYPICAL FUNDING PATTERNS OVER A PHD STUDENT’S ENROLLMENT PERIOD?

- **Humanities/Social Sciences:**
  
<table>
<thead>
<tr>
<th>G1</th>
<th>G2</th>
<th>G3</th>
<th>G4</th>
<th>G5</th>
<th>DCE1</th>
<th>DCE2</th>
<th>ET/DCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship</td>
<td>Fellowship and Teaching</td>
<td>Fellowship</td>
<td>Teaching?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Natural Sciences/Engineering:**

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Research and Teaching</th>
<th>Research?</th>
<th>Teaching?</th>
<th>ET/DCC</th>
</tr>
</thead>
</table>

- At any point in time, support could come from an external fellowship
WHAT IF YOU HAVE A COMBINATION OF FUNDING SOURCES?

- The components of your University support are adjusted proportionately to provide total support for the year.
- If you receive an external award, any University awards are adjusted accordingly.
WHAT SHOULD YOU KNOW ABOUT EXTERNAL FELLOWSHIPS?

- Graduate students are encouraged to pursue external funding, which may provide:
  - Valuable prestige and recognition
  - Flexibility
  - Access to additional opportunities
  - Financial incentives

- The Graduate School website includes a list of a number of external fellowships received by Princeton students

- Princeton’s web-based search system Pivot:
  - Matches research interests to potential external funding sources
  - Includes federal, state, and private sponsors

- Public fellowship databases on other universities’ websites
HOW ARE EXTERNAL FELLOWSHIPS PAID AND HOW DO THEY IMPACT YOUR CURRENT SUPPORT?

- Disbursement of external awards:
  - Generally determined by the external agency
  - Either paid directly to you from the external agency or paid to you via our payroll system

- Combination with other support:
  - In accordance with Graduate School policies
  - Incentives vary by division

- Responsibilities of student:
  - Complete the online External Fellowship Form and upload your award letter
  - Understand the rules/restrictions of your external funding and obtain necessary approvals
WHAT ADDITIONAL SOURCES OF FUNDING ARE AVAILABLE AND HOW DO YOU FIND THEM?

- Funding for Research
- Funding for Groups and Events
- Funding for Internships
- Funding for Conferences
**WHAT ARE SOME EXAMPLES OF THE FUNDING SOURCES AVAILABLE THROUGH SAFE?**

<table>
<thead>
<tr>
<th>Graduate School</th>
<th>Campus Partners</th>
<th>Academic Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dean’s Fund for Scholarly Travel</td>
<td>• Princeton Institute for International and Regional Studies (PIIRS)</td>
<td>• Research Allowance Funds</td>
</tr>
<tr>
<td>• Professional Development Travel Fund</td>
<td>• Program in Hellenic Studies</td>
<td>• Scholarly Travel Funds</td>
</tr>
<tr>
<td>• Funding for Interdisciplinary Symposia, Seminars, and Workshops</td>
<td>• Program in Judaic Studies</td>
<td>• Conference Funds</td>
</tr>
<tr>
<td>• Funding for Professional Development Programs</td>
<td>• Program in the Ancient World</td>
<td>• Professional Development Funds</td>
</tr>
<tr>
<td>• University Administrative Fellows (UAF) Fellows</td>
<td>• Center for Information Technology Policy</td>
<td>• Dissertation Research Funding</td>
</tr>
</tbody>
</table>
WHAT IF YOU NEED ADDITIONAL FINANCIAL ASSISTANCE?

- Federal student loans – for U.S. citizens and permanent residents
- Private loans – for International students
- Federal Work Study (Architecture):
  - 8 week summer program
  - Students work with faculty supervisors
- Hourly Work
WHAT IF YOU NEED ADDITIONAL FINANCIAL ASSISTANCE (CONTINUED)?

- Student Child Care Assistance Program (SCCAP):
  - Financial reimbursement program used toward child care costs for pre-kindergarten children
  - Maximum grant $5,000 per child
  - Maximum of two children covered per household
  - Covers in home and facility child care and child care outside of the U.S. (in absentia)

- Other sources of assistance:
  - Medical Expense Reimbursement Program
  - Short-Term Contingency Loan Program
  - Student Computer Initiative (SCI)
  - Carebridge Assistance Program
STUDENT ACCOUNTS
HOW AND WHEN ARE YOU BILLED BY THE UNIVERSITY?

- University bills are provided through TigerPay, Princeton’s electronic billing system.

- To access your bill, create a TigerPay account from the link provided in your first billing notification email:
  

- Your 1st bill will be sent out on September 30th and is due October 15th.
WHAT WILL APPEAR ON YOUR MONTHLY BILL?

- **Tuition (including the Student Health Plan fee):**
  - If fully supported, you will receive a credit for your tuition charges each term
  - If not fully supported, any tuition owed for the term is due in full on Oct 15th (fall) and March 15th (spring)

- **Housing:**
  - Only Graduate College Room and Board charges appear on monthly bill
  - Rent for University apartments does not appear on monthly bill

- **Other:**
  - Incidental monthly purchases (i.e. food purchases at Frist)
  - Dependent health care coverage (if applicable)
  - One-time charges in September (i.e. GSG fee)
HOW DO YOU PAY YOUR STUDENT BILL IF YOU OWE MONEY?

Payment can be submitted through:
• Your TigerPay account when you are using a U.S. checking or savings account
• Western Union Business Solutions (to pay in other currencies)
• Other options

Payment responsibilities – what you should know:
• Charging privileges to your student account may be suspended if your account is overdue
• A $25.00 fee is charged for payments not honored by your bank
• You will not be registered for each term until all financial requirements are met

Other info can be found on the Student Accounts Website:
PAYROLL

Lora Benson
Payroll Manager
WHEN AND HOW WILL YOU GET PAID?

- Your first monthly check will be on Friday, September 30th
- No I-9 = No monthly check
- Use TigerHub to:
  - Sign up for direct deposit
  - See your monthly pay statements
  - Other payroll information

https://registrar.princeton.edu/tigerhub/
WHAT WILL YOU SEE IN TIGERHUB?

Graduate TigerHub Screen

Courses and Enrollment
- Course Planner
- Enroll in Course(s)
- Change Section
- Change Grading Option
- Drop a Course
- Replace a Course

Grades and Transcripts
- View Grades
- View Internal Transcript
- Request Official Transcript
- Request Proof of Enrollment

Academic Progress
- Reenrollment
- Apply for Advanced Degree
- View Advisers
- Change Enrollment Status

Personal Information
- Add/Update Preferred Name
- Update Addresses, Phone & More
- View Background Information
- Update Emergency Contact

Benefits and Payroll
- View Paycheck
- Direct Deposit
- DDP Email Opt Out
- W4 Tax Info
- View W-2 / W-2c / 1042 Form
- W-2 / W-2c Consent
- Child Care Assistance

2016-2017 Fall Final Exam Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Exam Date</th>
<th>Schedule</th>
<th>Room</th>
</tr>
</thead>
</table>

The final exam schedule has not been published at this time

You have 0 Courses in your queue.

Revised
Cancel
Finish
WHAT ARE THE MAIN ITEMS THAT YOU WILL SEE ON YOUR MONTHLY PAY STATEMENT?

- Monthly and YTD support, including:
  - Tuition Support
  - Fellowship
  - Assistantship in Research
  - Assistantship in Instruction
  - Student Hourly Wages

- Any taxes withheld (varies by type of support, student’s tax status, and tax treaty)

- After Tax Deductions:
  - “Student Bill” - monthly student bill
  - “Rental Housing” - monthly rent for University apartments
WHAT COULD CAUSE A CHANGE IN THE AMOUNT OF YOUR MONTHLY PAY?

- The addition of an Assistantship in Instruction
- Different monthly stipend rate in summer versus the academic year
- A change in tax withholding (i.e. move from fellowship to assistantship)
- A change in your tax residency status (i.e. move to a Resident Alien for Tax Purposes)
TAXES

Jackie Knowlton
Assistant Dean of Finance
and Administration
WHAT TYPE OF TAX STATUS DO YOU HAVE?

U.S. Tax Residents
- U.S. Citizens
- Permanent Residents
- Resident Aliens for Tax Purposes

Non-U.S. Tax Residents
- Non-U.S. Citizens
- Nonresidents for Tax Purposes
WHAT IS NONTAXABLE (QUALIFIED)?

➢ Tuition support

➢ Course-related expenses, such as fees, books, supplies, and equipment that are required for the courses at the eligible educational institution

“Of course I’m tax-exempt!”
WHAT IS TAXABLE (NONQUALIFIED)?

- Fellowship payments:
  - Stipends
  - Travel and research awards
  - Department and Program Top-Ups
  - Prizes
- Assistantship in Research stipends
- Assistantship in Instruction stipends
- Compensation for hourly work
HOW DOES PRINCETON TREAT FELLOWSHIP?

Fellowship payments are typically considered:
- Taxable income by the Internal Revenue Service
- Nontaxable income by the State of New Jersey

For U.S. Tax Residents:
- The University is not required to and does not report fellowship income to the Internal Revenue Service
- The University does not withhold taxes from fellowship amounts

For Non-U.S. Tax Residents:
- The University does report fellowship income
- The University does withhold taxes from fellowship income
- Applicable tax treaties may override/supersede any withholding
HOW DOES PRINCETON TREAT ASSISTANTSHIPS?

- Assistantships stipends are paid as “salary” and are considered “wages”

- As a result, the University treats assistantship stipends differently than fellowship stipends with respect to tax withholding and reporting:
  - Federal and state taxes are withheld from assistantships
  - A W-2 is issued at calendar year-end showing assistantship income and withholding

- For Non-U.S. Tax Residents, any applicable tax treaties may override/supersede federal tax withholding for assistantships (but not state tax withholding)

- All students are generally exempt from Medicare and Social Security withholding (FICA) on assistantships/wages, except for U.S. Tax Residents during the summer
## What are the possible documents that you could receive?

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>U.S. Tax Resident</th>
<th>Non-U.S. Tax Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Stub</td>
<td>Includes all payroll payments made for tuition support, fellowship stipends, assistanships and/or hourly work</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>W-2</td>
<td>Includes any wages received for assistantships and/or hourly work with applicable federal and state taxes withheld</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Form 1099</td>
<td>Provided by the University to any student who receives a prize that is awarded through Accounts Payable</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Letter from F&amp;T</td>
<td>Provided to any student who receives a fellowship payment from SAFE or other payment through Accounts Payable</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Form 1042-S</td>
<td>Provided by the University to students who are nonresidents for tax purposes. Includes fellowship income, prizes, and any compensation covered under tax treaties</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
WHAT ARE THE IMPORTANT REMINDERS REGARDING YOUR TAXES?

- If you are a U.S. Tax Resident, it may be necessary to file estimated quarterly tax payments for the taxable portion of your fellowship income (Form 1040-EST).

- Make sure your financial support is appropriate for each term and at calendar year-end (assistantships vs. fellowships).

- Keep records and save the information you will need in order to prepare your personal tax return by April 15\textsuperscript{th}.

- If you are a Non-U.S. Tax Resident:
  - Contact Nonresident Tax Compliance and Reporting at ntcr@princeton.edu with tax questions/treaty eligibility.
  - Stay in touch with the Davis International Center.
WHAT RESOURCES ARE AVAILABLE REGARDING YOUR TAXES?

- Student Tax Information:  
  [Link to Student Tax Information]
- Scholarships & Fellowships:  
  [Link to Scholarships & Fellowships]
- Payroll Taxes:  
  [Link to Payroll Taxes]
- Davis International Center:  
  [Link to Davis International Center]
- Glacier:  
  [Link to Glacier]
- IRS Forms:  
  - Publication 970: Tax Benefits for Education:  
    [Link to Publication 970]
  - IRS Forms and Publications:  
    [Link to IRS Forms and Publications]
  - IRS Form 1040-ES (Quarterly Tax Payments):  
    [Link to IRS Form 1040-ES]
ANY QUESTIONS?
WHO SHOULD YOU CONTACT IF YOU HAVE QUESTIONS DURING THE YEAR?

- Graduate School website: https://gradschool.princeton.edu/
- Student Activities Funding Engine (SAFE): http://www.princeton.edu/studentfunding/
- External Fellowship Form: https://gradschool.princeton.edu/costs-funding/sources-funding/external-funding
- Student Accounts: https://finance.princeton.edu/how-to/tuition-student-billing-l/tuition-student-billing-b-1/graduate-student-accounts/index.xml
- Payroll Department website and email: https://finance.princeton.edu/how-to/payroll/payroll@princeton.edu