

Princeton University Graduate Student Orientation

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

Associate Dean of Finance and Administration

GENERAL FUNDING POLICIES

PhD:

- Guaranteed funding for all years of regular enrollment, assuming satisfactory academic performance
- Full tuition support (including Student Health Plan fee)
- Stipend support:
 - 12 months for Humanities and Social Sciences
 - 10 months for Natural Sciences and Engineering, with summer support from department for students engaged in research

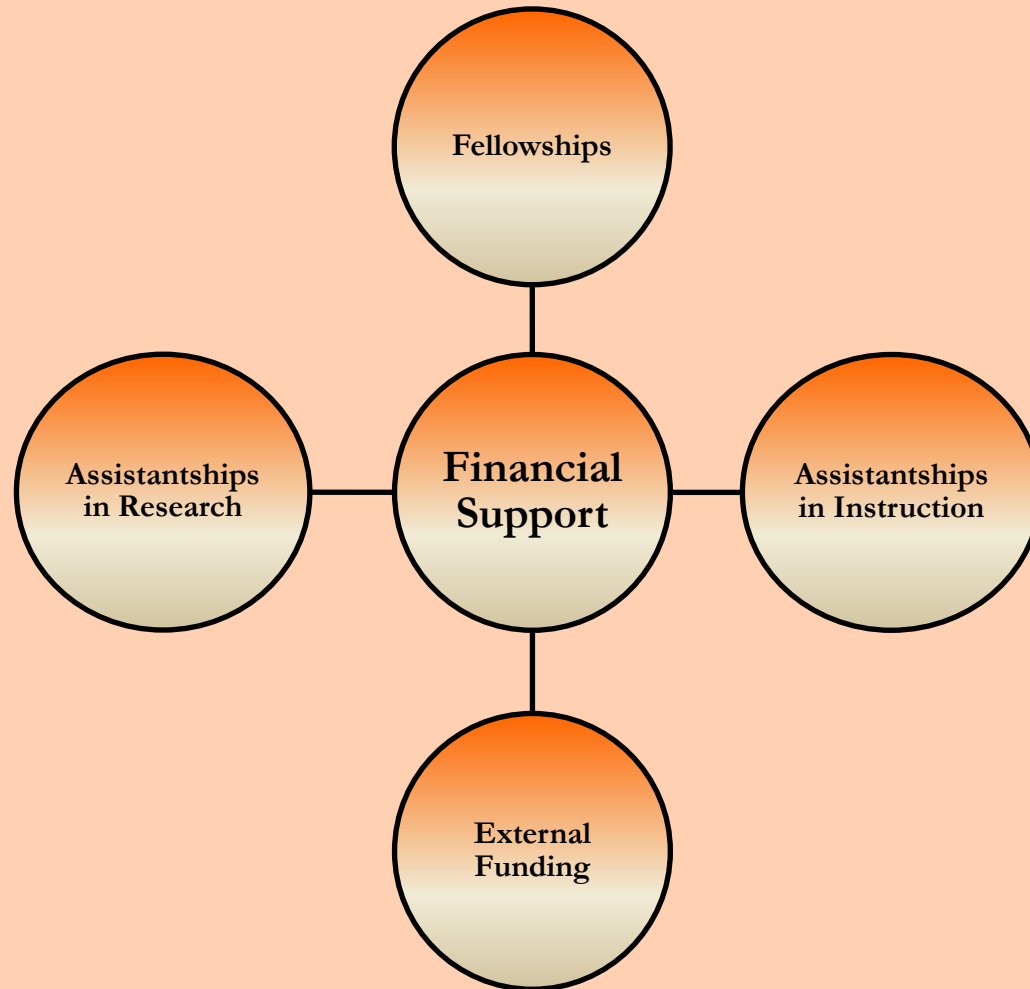
Master's:

- Funding varies by school and/or program
- Central funding is not generally provided by the Graduate School

Graduate School Cost of Attendance 2014/15

	<u>10 Months</u>	<u>12 Months</u>
Tuition and Student Health Plan fee	\$43,720	\$43,720
<u>Living Expenses</u>		
Rent (including utilities)	\$9,833	\$11,800
Food	6,042	7,250
Personal Expenses	5,667	6,800
Books and Supplies	<u>1,333</u>	<u>1,600</u>
Total Non-Tuition Expenses	\$22,875	\$27,450
 Cost of Attendance	 \$66,595	 \$71,170
<hr/>		
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, 2014		

FUNDING SOURCES



GENERAL FUNDING PATTERN FOR PHDS

Humanities and Social Sciences



Year 1

Years 2 –
4/5

- University Fellowships
- External Fellowships

- University Fellowships
- Assistantships in Instruction
- External Fellowships
- Competitive Fellowships
- Additional Sources:
 - Dean's Fund for Scholarly Travel
 - Summer funding for language and research study

GENERAL FUNDING PATTERN FOR PHDS

Natural Sciences and Engineering



Year 1

- First Year Fellowships in Science and Engineering
- External Fellowships

Years 2 –
4/5

- Assistantships in Research
- Assistantships in Instruction
- External Fellowships
- Competitive Fellowships

EXTERNAL FELLOWSHIPS

- Finance and Administration must have a copy of your award letter
- Disbursement of your external award is:
 - Generally determined by the external agency
 - Either paid directly from the external agency to you or paid to you via the University payroll system
- You are obligated to know the rules and restrictions of your external funding and obtain any necessary approvals (for teaching, etc.)
- For certain qualifying external fellowships, the Graduate School provides incentives

EXTERNAL FELLOWSHIPS - INCENTIVES

Humanities and Social Sciences

- If your external fellowship stipend is greater than or equal to the University Fellowship stipend:
 - The external fellowship stipend substitutes for university funding; and
 - You bank one year of funding for use in your first year of DCE status

Natural Sciences and Engineering

- If your external fellowship stipend is greater than or equal to the First Year Fellowship/Assistantship in Research stipend:
 - The external award substitutes for your fellowship or assistantship award; and
 - You receive a \$4,000 prize, which is awarded to you for each year of your external award

LOANS AND ASSISTANCE

Loans:

- Perkins Loan – up to \$8,000
- Direct Unsubsidized Loan - up to \$20,500
- Direct PLUS Loan
- Private loans

Student Child Care Assistance Program (SCCAP):

- Provides assistance to eligible students with pre-kindergarten children to help meet the cost of child care

STUDENT ACCOUNTS

Maureen Ciambrello
Manager, Student Accounts


OVERVIEW OF YOUR UNIVERSITY BILL

- University bills are provided through TigerPay, Princeton's electronic billing system
- Enroll in TigerPay as soon as possible, even if you are fully supported, so you are able to view your charges!
- Bills are sent via TigerPay on the last working day of the month
- You will receive an email notification monthly (even if no amounts are due)
- Your 1st bill will be sent out on September 30th and due October 15th
- Payments can be submitted online through your TigerPay account

OVERVIEW OF YOUR UNIVERSITY BILL

- University bills include:
 - Essential charges and credits
 - Tuition
 - Tuition support (internal and external)
 - Room and board (Graduate College only)
 - Incidental charges
 - GSG fee
 - One-time transcript fee
 - Purchases charged to your account
- University bills do not include rent for University apartments (rental contract charges are deducted from your paycheck under code - Rent)

SAMPLE SEPTEMBER BILL

 PRINCETON UNIVERSITY	000000000-Doe No Payment Due	Doe, Kevin \$0.00	
Kevin Doe Architecture Architecture Building, Rm S110 Princeton, NJ 08544	Remittance Address: PRINCETON UNIVERSITY/ SA PO BOX 7780-4716 PHILADELPHIA PA 19182-4716		
To avoid delays in processing your payment, please include this portion along with your check made payable to Princeton University and return to the Philadelphia address. Please include the account number on your check.			
----- Cut Here -----			
Account: 000000000-DOE	Kevin Doe	Billing Date: 09/30/20XX	
Description	Prior Activity	Current Activity	Balance Due
		Charges	Credits
GS Board		\$3,377.80	
Graduate House Dues		\$25.00	
Graduate Room		\$4,580.00	
Student Government Fee		\$ 15.50	
Graduate Tuition Fall		\$21,860.00	
Transcript Fee		\$75.00	
Internal Tuition Support			\$-21,860.00
Actual Stipend Deduction 09/28/2013			\$-1,707.06
SUMMARY	\$.00	\$29,933.30	\$-23,567.06
	Current Balance		\$6366.24
	Anticipated Stipend Deduction Credit (October - January)		-\$6366.24
	No Payment Due		\$.00
This bill reflects any stipend deduction applied to your account this month, and the amount currently anticipated for the semester. Unsatisfied balances are due upon receipt. The anticipated deduction for the Spring semester does not appear on Fall statements. This credit will appear on the February statement.			
Send inquiries separately from your payment to: Princeton University/Student Accounts, 701 Carnegie Center Suite 161, Princeton, NJ 08540. Please include the student's name and account number. Email studacct@princeton.edu - Telephone 609/258-6378 - FAX 609/258-2873			

Fall Room and Board

September Deduction

HOW ARE DEDUCTIONS CALCULATED?

Sample September Charges

	FALL
Graduate Board - fall	3,377.80
Graduate Room - fall	4,580.00
House Dues	25.00
Student Government Fee	15.50
Transcripts - One Time Fe	75.00
Tuition Fall	21,860.00
Tuition Support	-21,860.00

Calculation of Monthly Deduction

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">} →</div> <div style="border-left: 1px solid black; padding-left: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">3,377.80 Graduate Board - fall</td> </tr> <tr> <td>4,580.00 Graduate Room - fall</td> </tr> <tr> <td>\$7,957.80 Total Room and Board - fall</td> </tr> <tr> <td style="text-align: center;"><u>5</u> Divide fall by 5 months</td> </tr> <tr> <td>\$1,591.56 Room and Board charge per month in fall</td> </tr> <tr> <td><u>115.50</u> plus total incidental charges for month</td> </tr> </table> </div> </div>	3,377.80 Graduate Board - fall	4,580.00 Graduate Room - fall	\$7,957.80 Total Room and Board - fall	<u>5</u> Divide fall by 5 months	\$1,591.56 Room and Board charge per month in fall	<u>115.50</u> plus total incidental charges for month
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\$1,591.56 Room and Board charge per month in fall						
<u>115.50</u> plus total incidental charges for month						

1,707.06 September Deduction

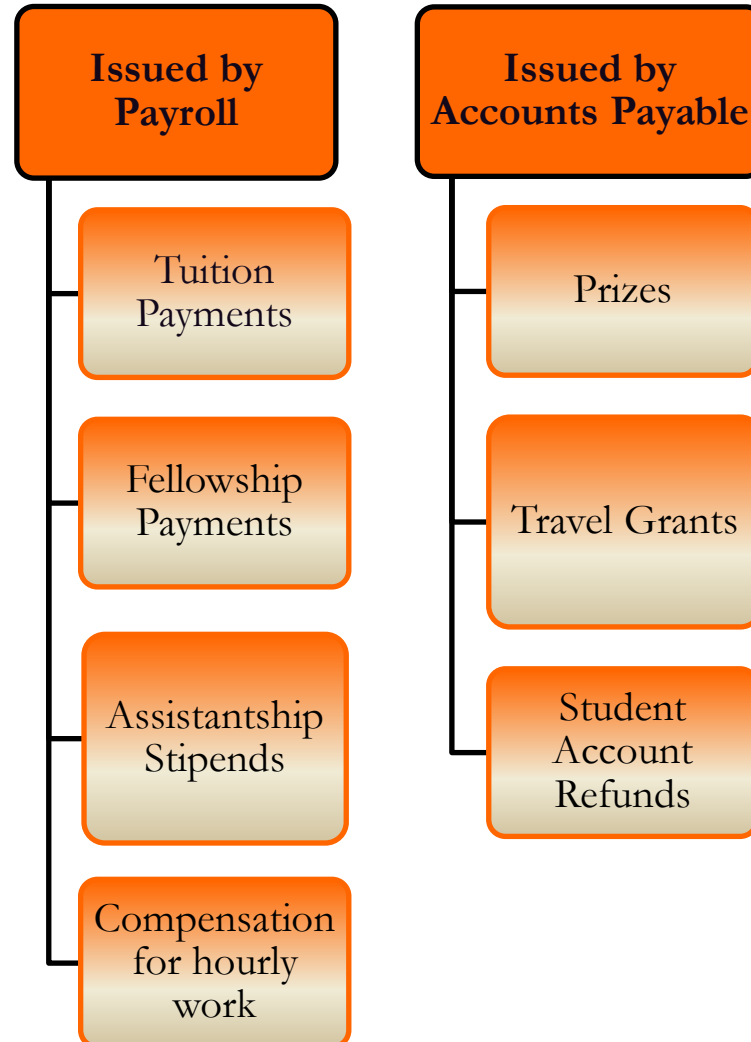
PAYROLL

**Lora Benson
Payroll Manager**

HOW AND WHEN YOU GET PAID

- The majority of graduate student financial support is processed through payroll:
 - Graduate student financial support is paid monthly, on the last business day of each month
 - Any hourly work is paid bi-weekly in a separate check
- No I-9 = No monthly check
- First monthly check will be on Tuesday, September 30, 2014
- Sign up for Direct Deposit option via self service on SCORE
- Pay statements are available through self service via SCORE

TYPES OF PAYMENTS TO STUDENTS



POSSIBLE DOCUMENTS THAT YOU WILL RECEIVE

Type of Document	Description
Pay Stub	Includes payroll payments made for tuition, fellowship stipends, assistantships and/or hourly work
W-2 Form	Includes wages received for Assistantships and/or hourly work with applicable federal and state taxes withheld
IRS Form 1099	Provided by the University to any student who receives a prize that is awarded through Accounts Payable
Letter from Finance and Treasury	Provided to any student who receives a scholarly travel award or other payment through Accounts Payable
IRS Form 1042-S	Provided by the University to students taxed as foreign nationals (nonresident aliens)

SAMPLE PAY STATEMENT AND W-2 FORM



Statement of Earnings, Taxes & Deductions				TAX DATA:		Federal		NJ State		Princeton University			
Department	232	Marital Status:	S	S	Pay Group:	MCG		Pay Begin Date:	12/01/2013	#:	6518363		
Mail Drop:	232	Allowances:	0	0	Pay End Date:	12/31/2013		Check Date:	12/24/2013				
ADDITIONAL AMOUNTS		Current		YTD		TAXES		Current		YTD			
Description	Rate	Hours	Earnings	Hours	Earnings	Fed Withholding	28.25	113.00	NJ Withholding	6.99	29.04		
Fellowship Stipend - Acad Year			1,986.11		23,464.45	Fed MED/EE	0.00	1.04	Fed CASD/EE	0.00	4.46		
Asst in Instruction - Acad Yr			465.84		1,863.34								
Tuition Support			4,207.00		41,128.00								
Fellowship Stipend - Summer			0.00		4,606.67								
Student Hourly Wage - Summer		6.00	0.00	6.00	72.00								
PERSONAL TAX DEDUCTIONS		Current		YTD		AFTER-TAX DEDUCTIONS		Current		YTD		EMPLOYER PAID BENEFITS	
						Rental Housing		75.00		3,775.00			
						Student Bill		71.35		6,257.28			
TOTAL GROSS		2,451.95		465.84		TOTAL TAXES		35.24		826.35		NET PAY	
Current		2,451.95		465.84		Current		35.24		826.35		1,500.36	
YTD		30,006.46		1,935.34		YTD		147.54		10,032.28		19,826.64	

Form W-2 Wage and Tax Statement 2013			
7 Social security tips		1 Wages, tips, other compensation	
		1,935.34	
2 Federal income tax withheld		113.00	
3 Social security wages		4 Social security tax withheld	
72.00		4.46	
5 Medicare wages and tips		6 Medicare tax withheld	
72.00		1.04	
10 Dependent care benefits		11 Nonqualified plans	
12a See instructions for box 12		12b	
12c		12d	
15 State		16 State wages, tips, etc.	
NJ		1,935.34	
Employer's state ID number		21-0634501	
17 State income tax		29.04	
18 Local wages, tips, etc.		19 Local income tax	
20 Locality name			

Non Taxable Fellowship - Tuition

Taxable Compensation (AI/AR, Hourly Work)

Taxable Fellowship - Stipend:

- Self report
- Estimated tax payments

Summer wages subject to FICA taxes

TAXES

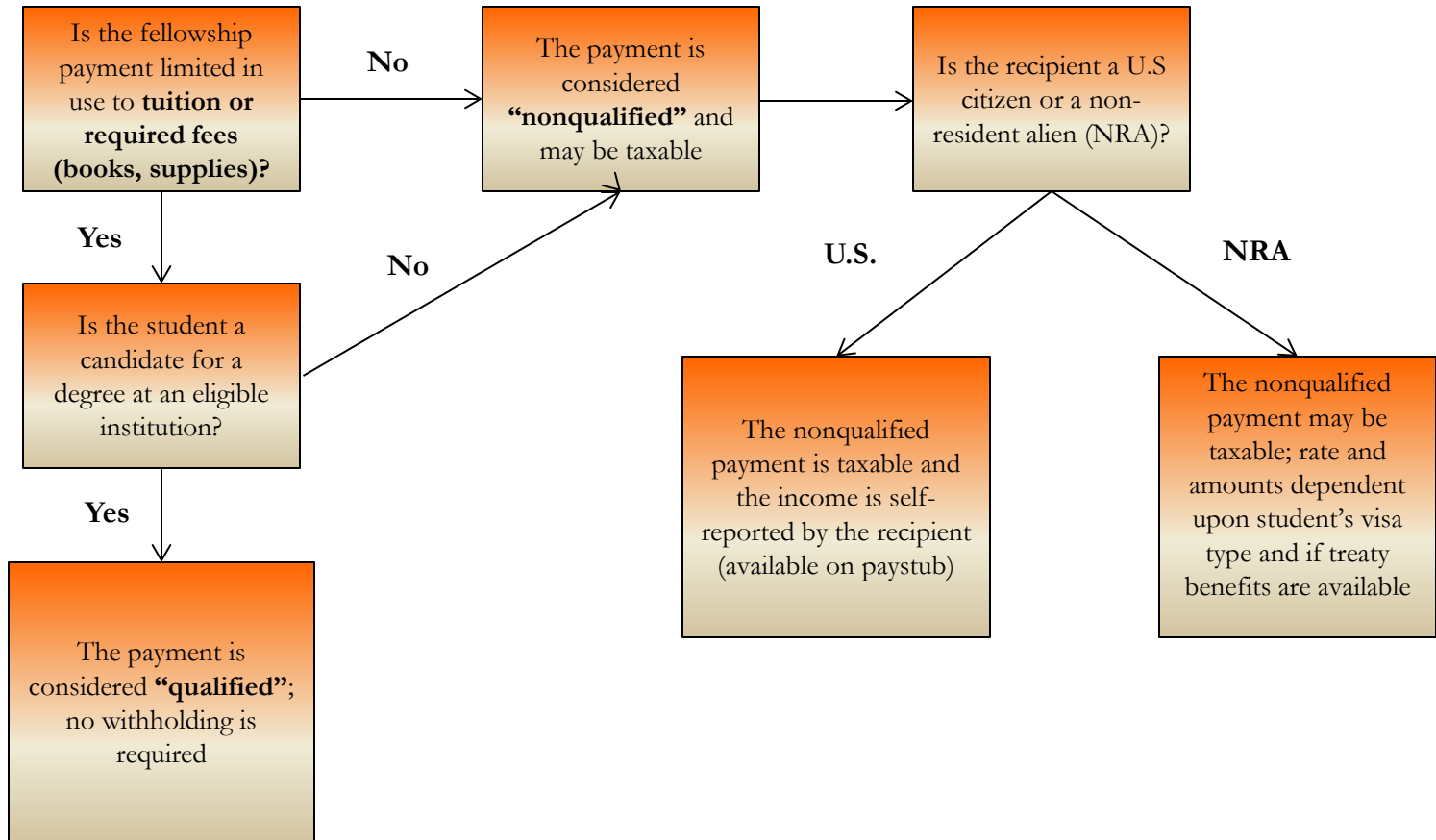
Jackie Knowlton

Assistant Dean of Finance and Administration

TAXES AND FELLOWSHIPS

- All fellowship amounts that you receive may be taxable, with certain exceptions:
 - Fellowship amounts are **nontaxable** (*qualified*) when:
 - The recipient is a candidate for a degree; and
 - The scholarship or fellowship amount is used for "**qualified tuition and related expenses**", which includes tuition and fees required for enrollment or attendance at an educational institution and fees, books, supplies, and equipment *required* for courses of instruction
 - Fellowship amounts are **taxable** (*nonqualified*) when:
 - The amounts are used for **room, board, travel, equipment, incidental living expenses, stipends, and other expenses** *not* required as part of their education
- For U.S. citizens and permanent 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 taxable fellowship income
- For non-U.S. citizens and nonresidents, the University **does report** fellowship income and **does withhold** taxes from taxable fellowship income

TAXES AND FELLOWSHIPS



TAXES AND ASSISTANTSHIPS

- Assistantships in Research and Instruction are considered employment, with assistantship stipends paid as salary
- Because of this classification, the University treats stipend amounts paid from assistantships differently than fellowship with respect to withholding:
 - Assistantship stipends are considered “wages”
 - Federal and state taxes **are withheld** from assistantship stipends
 - A W-2 is issued at calendar year end
- Any hourly work is also considered employment and is therefore treated the same as assistantship salaries

TAX TREATMENT OF PAYMENTS

For U.S. Citizens and Permanent Residents

Type	Reporting by Princeton to Fed/State	Withholding by Princeton		Student's Tax Treatment	Document Issued by Princeton
		Federal and State of NJ Taxes	FICA (Social Security and Medicare)		
Academic Year:					
Tuition Support	No	No	No	Not taxable	None
Fellowship Stipends	No	No	No	Taxable - Federal only	Pay Stub
Prizes - departmental	No	No	No	Taxable - Federal only	Form 1099
Other payments (through Accounts Payable)	No	No	No	Taxable - Federal only	F&T Letter
Assistantship Stipends	Yes	Yes	No	Taxable - Federal/NJ	W-2
Hourly Work (through time collection)	Yes	Yes	No	Taxable - Federal/NJ	W-2
Summer:					
Assistantship Stipends - summer	Yes	Yes	Yes	Taxable - Federal/NJ	W-2
Hourly Work (through time collection) - summer	Yes	Yes	Yes	Taxable - Federal/NJ	W-2

IMPORTANT REMINDERS

- It is important to keep records and save the information you will need in order to prepare your personal tax return:
 - Last Paystub of calendar year
 - Letters from Finance & Treasury
 - W-2
 - Form 1042-S (international)
 - Form 1099
- Make sure your financial support is appropriate at the end of the calendar year (given the differences between withholding on assistantships vs. fellowships)
- If you are a U.S. citizen or permanent resident, it may be necessary to file estimated quarterly tax payments for the taxable portion of your fellowship income (1040-EST)
- If you are an international student, make sure to stay in touch with the Davis International Center

RESOURCES

Payroll Taxes:

<http://finance.princeton.edu/how-to/payroll/payroll-basics/payroll-taxes/index.xml>

International and Foreign Employee Payroll:

<http://finance.princeton.edu/how-to/payroll/international-foreign-emp/>

Student Tax Information:

<http://finance.princeton.edu/how-to/tax-compliance/students-groups-foreign/student-tax-information/>

Scholarships & Fellowships:

<http://finance.princeton.edu/how-to/tax-compliance/students-groups-foreign/scholarships-fellowships/>

IRS Publication 970: Tax Benefits for Education:

<http://www.irs.gov/pub/irs-pdf/p970.pdf>

IRS Forms and Publications:

<http://www.irs.gov/Forms-&-Pubs>

IRS Form 1040-ES (Quarterly Tax Payments):

<http://www.irs.gov/pub/irs-pdf/f1040es.pdf>

Davis International Center:

www.princeton.edu/intlctr/davis-ic-home/

Glacier:

<https://www.online-tax.net/>

FOR QUESTIONS ABOUT YOUR:

Paycheck amount:

The Graduate Program Administrator in your Department

Taxes withheld:

www.princeton.edu/payroll

SCORE:

www.princeton.edu/score

Student Bill:

www.princeton.edu/studentaccounts

Rent deductions:

<http://finance.princeton.edu/how-to/rents-and-mortgages/rents-and-mortgages-basic/rental-program/>