

Graduate Student Funding
Departmental Protocol and Guidelines

Scholarship/Fellowship Offers

- Scholarship/Fellowship offers are awarded through the University's [Scholarship Tracking System](#) and are available to view in the student's [Raiderlink](#) portal.
- Semester amounts will be applied to university bills as a scholarship, paying tuition and fees first, with any remaining balance issued to the student by [Student Business Services](#).
- Competitive scholarships/fellowships of at least \$1,000 are expected to waive any out-of-state tuition charges for the academic award years. The University's academic calendar is September 1st – August 31st and includes fall, spring, and summer semesters.
- It is imperative that students enroll as early as possible so that financial aid packages can be reviewed/awarded. We encourage all eligible domestic students to fill out the [FAFSA](#) to be considered for need-based aid, grants, and loans. The [Financial Aid](#) office website also has many resources and information.
 - *Students qualifying for financial aid may also be eligible for work-study, which may supplement assistantship stipends.*
- All financial aid and scholarships/fellowships/assistantship waivers begin posting to student bills about ten days before the beginning of any semester.

Assistantship Offers

- Teaching Assistantships (TA), Research Assistantships (RA), and Graduate Part-time Instructor (GPTI) appointments employ students in a half-time position requiring 20 hours/week of work

(.5 FTE). Graduate student appointments exceeding a 0.5 FTE require special approval.

<https://www.depts.ttu.edu/hr/documents/ExceptionForm.pdf>

- TA/RA/GPTI Enrollment Requirements: Students must be enrolled full-time (at least nine graduate hours) in each regular semester, Fall or Spring. Students employed for the entire summer must enroll in at least six (6) credits during the summer; those employed in Summer 1 or Summer 2 must enroll in at least three (3) credits during the summer (either session). Failure to enroll as required will result in the termination of the appointment.
- Graduate Students serving as Research Assistants (RAs) are required to submit the Research Assistant Certification form. This form verifies that the work performed by RAs meets the criteria for "research" as defined by the US Department of Labor. The completed certification form should be uploaded to the ePAF.
<https://www.depts.ttu.edu/hr/documents/researchasstcert.pdf>
- TA/RA/GPTI appointments will waive out-of-state tuition charges for the terms that students are employed (therefore, if students are enrolled in summer but not employed, they will not receive in-state tuition unless they have a competitive scholarship of at least \$1,000).
 - Please note that if students receive an assistantship for the year, they do not need to be awarded at least a \$1,000 competitive scholarship to make them eligible for in-state tuition. The number of competitive scholarships that TTU may offer is limited by state law. Offers of competitive scholarships MUST be reviewed and approved by the Graduate School BEFORE being awarded to students.
- These assistantships qualify students to receive partial tuition and fee waivers each semester of employment. During the fall/spring semester, doctoral assistantship students will also receive a \$304 scholarship applied to their bill. For nine full-time hours of enrollment, doctoral students can expect to pay about \$650 in out-of-pocket expenses, and master's students can expect to pay approximately \$1,200 in out-of-pocket costs. *International students must also factor in mandatory international student insurance charges each fall/spring semester (more details below).*
- All financial aid, scholarships/fellowships, and assistantship waivers begin posting to student bills about ten days before the beginning of any semester (please note that assistantship waivers may not post until after the beginning of the semester during the summer and students need to enroll

in the emergency payment plan to avoid cancellation). Please click here for [Student Business Services](#) payment dates and deadlines.

- We encourage all eligible domestic students to fill out the [FAFSA](#) to be considered for need-based aid, grants, and loans. The [Financial Aid](#) office website also has many resources and information regarding funding your education.
- Assistantship students are encouraged to enroll in the emergency payment plan each semester until all waivers, scholarships, and financial aid are posted. The payment plan fee will be credited to student accounts once waivers have been posted. Students not enrolled in a payment plan that still have a bill after the payment due date are subject to cancellation and additional re-enrollment fees.
- Students should contact their [department](#) as soon as possible for employment paperwork to be processed. ePAF approvals must be processed through level 75 before the 20th Class Day for waivers to post. The query Date on ePAF must be the 12th Class Day or prior for students to receive waivers. The ePAF Routing Queue must include the Graduate School as an approver.
- International students must apply for a social security number before being hired. For specific steps, students and departments should visit Getting a Social Security Card/Number. After the student has applied with the Social Security Administration, they should provide a copy of the receipt to the department. Staff processing ePAF should then forward the receipt to hrr.compensations.operations@ttu.edu and request a temporary SSN. For questions or specific guidance, please get in touch with gina.meurer@ttu.edu in HR.
 - Please note that new fall assistantship positions cannot begin until September 1st, with the first paycheck distributed on October 1st.
- First-time teaching assistants and graduate part-time instructors (TAs & GPTIs) must attend the [New TA & GPTI Workshop](#) designed to assist graduate students who will be teaching for the first time at Texas Tech.
 - All non-native English-speaking students with teaching assignments whose spoken English proficiency has not already been evaluated and approved by the ITA training program staff must participate in a Special Interview, the [ITA Workshop](#), or enroll in TTU ESL 5310 or ESL 5312 for evaluation.

- Student insurance options
 - Domestic students may enroll in 1) Employee insurance offered/administered by the [Employees Retirement System](#) of Texas (ERS). Please click here for the Texas Tech [2023 Employee Benefits Guide](#), or 2) Student Health Insurance Plan (SHIP) - [Academic Health Plan](#) offered by Student Health Services.
 - International students must enroll in the SHIP [Academic Health Plan](#) offered by Student Health Services (may apply for an exception with approved alternative INS).
 - Below are the costs for the upcoming year.
 - Departments/programs may pay SHIP, in full or in part, on behalf of students
 - Scholarships must NOT be used for these payments, effective fall 2023
 - New process to be implemented—details to follow
 - Departments/programs may make one-time payments to students as a recruitment incentive—process and details to follow

2023 – 2024 Insurance Costs

Two-term payment, current method	Hard (International)	Waiver	Voluntary (Domestic)
Fall 8/1/23 – 12/31/23	\$1,357.00		\$1,863.00
Spring/Summer (1/1/24 – 7/31/24)	\$1,889.00		\$2,593.00
Summer (Newly enrolled students) 6/1/24 – 7/31/24	\$541.00		\$743.00

Helpful Links

[Admitted Student Checklist](#)

[Student Business Services](#)

Questions?

Graduate Admissions – graduate.admissions@ttu.edu

Graduate International Admissions – graduate.admissions.international@ttu.edu

Enrollment Services – enrollment.services.gradschool@ttu.edu

Fellowships

and

Funding

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gradfellowships@ttu.edu