### Financial Information and Assistance - Graduate

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(A) Policy Statement and Purpose

This policy describes graduate student fees and expenses, methods of payment, assistantships, fellowships, and other aid, in addition to off-campus housing, supplemental employment, and federal student aid.

(B) Policy

(1) Fees And Expenses

After you have enrolled in classes, and bills have been generated, you will get an email notification that your eBill is available to view online. eBill email notifications are sent out at the first of every month. If you do not view your eBill, you will be sent a reminder email, approximately 5 days after the first notification.

To view your eBill:

(a) Log in to MyBGSU

(b) Navigate to Students

(c) Select Financials

(d) Select View Bill & Make Payment

(e) Select View for the monthly statement you wish to view
(2) Definition of Common Fees

(a) Instructional fees – tuition, cost of instruction.

(b) General fees – support extracurricular activities, sporting events, Rec Center, etc.

(c) Course fees – some specific classes require additional fees.

(d) Excess credit fee – assessed for each hour enrolled over eighteen credit hours. Students must obtain written permission from their college office to enroll in more than eighteen credit hours.

(e) Graduate Services fee – per credit hour fee which supports various administrative services offered by the Graduate College.

(f) Counseling Center fee – per credit hour fee which supports the Counseling Center.

(g) Special Student Facility Fee – supports the new Convocation Center. This fee was approved by the student body through a campus-wide vote. This fee is assessed in the fall and spring semesters only.

(h) Parking Permits – students must register their vehicles and order their parking permits online. For more information, contact Parking Services at (419) 372-2776.

(i) Binding/microfilming – Creative Writing master’s students completing a thesis are charged a fee for binding and microfilming their manuscript. The charge for this service will be assessed to the student’s account. Please see the Department of English for more details.

(j) Dissertation fee (ProQuest) – doctoral dissertations are forwarded to ProQuest for microfilming by OhioLINK. This fee will appear on the student’s account prior to graduation.
(k) Executive MOD and MBA program surcharge fee – charged based upon the external nature of the programs.

(l) Student Health Insurance – assessed to all main campus students taking eight or more credit hours, and all international students with one hour or greater of registration. Students are automatically enrolled in the university-sponsored medical insurance program at the time of registration.

(i) To waive the student health insurance:

   (a) Log in to MyBGSU
   (b) Navigate to Students
   (c) Select Financials
   (d) Select Student Insurance Requirement

3) Optional Fees

(a) Green Initiatives Fund – supports environmental and educational projects proposed and selected by BGSU students.

(b) Student Legal Service fee – provides legal services to students in the areas of contracts, misdemeanors, traffic cases, and other miscellaneous legal matters.

(i) To waive these fees:

   (a) Log in to MyBGSU
   (b) Navigate to Students
   (c) Select Financials
   (d) Select Optional Fees
Please visit the Office of the Bursar’s website at http://www.bgsu.edu/bursar.html for a current listing of all board-approved fees and amounts.

(4) Methods of Payment

eBills are generated around the first of the month with a due date of the fifteenth.

(a) Online with MasterCard, Discover, American Express, and Visa. A non-refundable convenience fee will be assessed.

(b) Online with a checking or savings account (no convenience fee assessed)

(c) In person at the Office of the Bursar (check, money order, bank check, cash)

(d) US Mail

(e) Make checks payable to Bowling Green State University and include the student ID number

(5) Payment Policy

Student accounts must be paid in full or current in an approved payment plan by the posted due date on the monthly eBill preceding the start of the semester. Failure to satisfy financial obligations, both past due and current charges, will result in cancellation of student class registration.

(a) Payment Plan Options

Bowling Green State University offers two payment plan options to help manage the cost of educational expenses.

(i) IPP (Traditional Installment Payment Plan)

(a) Enrollment in the plan is required each semester
(b) Four monthly installments (fall and spring – three installments in the summer)

(c) Based upon actual semester charges

(ii) EPP (Extended Payment Plan)

(a) Enrollment for the Academic Year (Fall/Spring)

(b) 10 monthly installments

(c) Established Budget for the Academic Year

(d) Must be a full time student

(e) Reoccurring monthly ACH payments

For more information on Payment Plan Options, please visit: http://www.bgsu.edu/bursar/payment-plan-options.html

(6) Late Payment Fees/Service Charges/Delinquent Accounts

Bowling Green State University charges a one hundred dollar late payment fee for students who are not paid in full or not current on an Installment Payment Plan as of the first day of each semester. In addition, balances not paid by the posted due date will be assessed a 1.5% monthly service charge.

Students experiencing financial difficulties should contact the Office of the Bursar promptly to arrange for payment of their outstanding balance and to avoid any further collection activity. Please visit: http://www.bgsu.edu/bursar/payment-policy/collection-processes.html for further information.

(7) Refund of Fees

For specific information regarding the process of refunding fees, please visit: http://www.bgsu.edu/bursar/refund-options.html
(8) Assistantships, Fellowships, and Other Aid

(a) Graduate Assistantships

Graduate students with service assistantships (i.e., teaching, research, administrative, and housing) work a maximum of twenty hours per week (or the standard hours outlined in the contract) during the contracted period.

(b) Teaching, Research and Administrative Assistantships

Funding as a graduate student is available for two academic years at the pre-doctoral level and four years, depending on the program, at the doctoral degree level.

To retain an appointment, graduate assistants normally must be regularly enrolled degree-seeking students, must make satisfactory progress toward a degree, and must perform duties satisfactorily according to the terms of the appointment. Additional requirements are listed under the College Assistantship Policies on the Graduate College website. A student’s funding is terminated if he or she is suspended for ethical or legal misconduct as specified in the Student Code.

A scholarship covering instructional and nonresident fees may be provided by the university during the period of the appointment for graduate assistants. All graduate students pay the general fee.

Application forms for assistantships and letters of recommendation should be submitted to the chair or academic program director in the winter preceding the academic year for which the appointment is desired (program literature should be consulted for specific deadlines). At the same time or prior to this application, an application for admission to the Graduate College should be filed. Students should contact the graduate department for applications for assistantships.
A bachelor’s degree is a prerequisite for funding of graduate assistantships. Official certification from the degree-granting institution is required to document completion of all requirements for the baccalaureate degree.

(c) Oral Proficiency for Graduate Assistants/Fellows Who Provide Classroom-related Services and Whose Native Language is Not English

According to BGSU policy and Ohio Revised Code Section 3345.281, all graduate assistants who serve in instructional capacities (teaching, tutoring, laboratory sections, etc.) who are not native speakers of English must demonstrate that they are orally proficient in the English language prior to working with students. Prospective graduate assistants who fulfill the above listed instructional responsibilities (here forward referred to as teaching assistants) can demonstrate this proficiency by either providing an appropriate TOEFL iBT score or by completing the ESOL Program’s Spoken English Test (SET).*

It is the responsibility of each department to ensure that all non-native English speaking teaching assistants receive clearance before beginning their assistantship duties and that all teaching assistants who are required to take ITA classes do so in the appropriate semesters. Departments should refer to the procedures posted on the ESOL Program’s website.

*Teaching Assistants/Associates who are U.S. citizens or permanent residents only need to demonstrate English proficiency if they do not have an undergraduate/graduate degree from a U.S. institution.

For more information about Graduate Assistantships, visit: http://www.bgsu.edu/graduate/graduate-assistantships.html.

(d) Dissertation Fellowships
The university awards dissertation fellowships to outstanding doctoral students in the final stage of dissertation research. These awards provide an annual stipend and payment of the instructional and nonresident fees for the term of the fellowship. The requirements for holding a Dissertation Fellowship are listed by college under the College Assistantships Policies on the Graduate College website. The student is expected to live and work within daily commuting distance of the university campus, with full access to the resources of the university. If the special needs of dissertation research or cooperative study require that the student should live elsewhere, then this must be stated at the time of application for the fellowship. Acceptance of other employment, or a decision to move to another region after the dissertation fellowship has been granted, may require the student to resign the fellowship.

(e) Graduate Hall Director

Graduate Hall Directors (GHDs) work with full-time Hall Directors in the residence halls to supervise Resident Advisors (RAs) and Desk Clerks, co-advise hall government, implement academic initiatives, coordinate developmental programs, hear student discipline cases, serve on a duty rotation schedule, and respond to student issues and emergencies. The GHD will be responsible for a residence hall of approximately 350-800 residents and reports to a full-time Hall Director. Previous residence hall experience is preferred, but not required. By nature of the live-in responsibilities, GHDs are required to reside on-campus in a residence hall.

As part of their compensation, all master’s level Residence Life Graduate Assistants receive a stipend, a meal-plan, a reserved parking spot, and a furnished apartment.

Applications including a letter of application, resume, and list of three references may be submitted to: Office of Residence Life, Graduate Hall Director Search, 470 Math Sciences Building, Bowling Green, OH, 43403; FAX 419-372-0477; and reslife@bgsu.edu.
Deadline: Applications will be accepted beginning mid-January preceding the academic year for which appointment is desired. Review of applications will begin late-February to mid-March.

Notification: The Office of Residence Life makes notification of applicant's status. Questions concerning available positions can be referred to the above address.

Off-Campus Housing
For information regarding housing visit
http://www.bgsu.edu/off-campus-student-services.html

(f) Supplemental Employment

Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than twenty hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment, whether on or off campus. Dissertation fellow appointees may not engage in any employment during the period of their appointments. Federal regulations strictly prohibit international students from working more than 20 hours per week.

Before a graduate assistant contracts with an on-campus unit for additional employment, a Graduate Assistant Supplemental Payment form must be submitted to the Graduate College. The signature on this form indicates that the graduate coordinator, chair, or director has been informed of the student's intent to take on supplemental work. Each degree program is encouraged to establish guidelines for deciding the appropriate extent of supplemental employment.

The Graduate Assistant Supplemental Payment form separates the approval of supplemental employment for graduate assistants from that for faculty and staff; it clearly
states the limitations on supplemental employment by graduate assistants. It calls for the graduate coordinator or chair/director (and the assistantship supervisor in the event that this individual is outside the program in which the student is enrolled) to certify that the supplemental work will not interfere with the student’s academic program and assistantship responsibilities. The signature of the Graduate Dean will be routine unless the magnitude of the supplemental employment raises concerns.

(g) Federal Student Aid

Regularly admitted students who are U.S. Citizens, U.S. Permanent Residents, as well as some eligible non-citizens can apply for federal student aid through www.fafsa.gov. At BGSU, eligible graduate students can receive Federal Direct Unsubsidized loans and Federal Direct Graduate PLUS loans. Private (sometimes called “Alternative” loans) may also be available.

Students who are admitted in a Graduate Non-Degree status are typically not eligible for federal student aid because federal regulations require students be enrolled in an eligible academic program for the purpose of obtaining a degree or be enrolled in an approved certificate program. While most students admitted as in a Graduate Non-Degree status are ineligible to receive federal financial aid, there are a few exceptions. More information about federal aid eligibility requirements, as well as exceptions for some Graduate Non-Degree students can be found here: http://www.bgsu.edu/registration-records/admission-services/graduate-graduate-non-degree.html.

For further details regarding the financial aid process please visit http://www.bgsu.edu/graduate/financial-aid.html.