Graduate Fellowship Supplemental Support Request

External graduate fellowships must meet the funding requirements specified by the Graduate Tuition Policy. Use this form to request a stipend supplement or tuition waiver, if necessary.

**STIPEND.** A fellowship living stipend that does not meet the Institute minimum requires supplementation from the School/department. In some instances, the Office of Graduate Education (OGE) may have a fund that can provide this supplement.

**TUITION.** A fellowship may include full, partial, or no tuition coverage. If a partial cost-of-education allowance is provided (as in the $12,000 cost-of-education allowance provided by the NSF GRFP), no supplementation is required. If no tuition coverage is provided, a tuition waiver is required.

**Submitting the request.** If stipend and/or tuition supplementation is required, the department should submit this form to OGE no later than the date of fellowship application submission.

**Notification of award.** The student should notify his or her department and the Office of Graduate Education upon receipt of a decision from the funder.

Questions about these guidelines should be addressed to Elizabeth “Betty” Madigan (madige@rpi.edu)

Student ________________________ RIN ________________ Email ______________________________

Program ______________________________ Advisor _________________________________________

Name of External Fellowship _______________________ __________________________________________

Application Deadline ______________________________ Application Submission Date _________________

Fellowship Website (or attach official documentation that includes award benefits) __________________________

Term of Award (for example, September 2018 – May 2019) ____________________________________________

Fellowship Stipend $______________________ Fellowship Tuition $___________________________

Request (select one or both) ___ Stipend Supplement ___ Tuition Waiver

_________________________________________  _______________________________  __________________________
Student  Signature  Date

_________________________________________  _______________________________  __________________________
Graduate Program Director  Signature  Date

OFFICE OF GRADUATE EDUCATION APPROVAL:

_________________________________________  _______________________________  __________________________
Signature  Date

(Revised March 2020)