

2008

SPRING SEMESTER

IMPORTANT REMINDERS FOR GRADUATE STUDENTS

Graduate School
Funding Office
203 Gillis Building
Campus 0033
257-3261

<http://www.gradschool.uky.edu>

CALENDAR

- **January 8th** – Last day a student may officially drop a course with a full refund
- **January 9th** – Classes begin
- **January 15th** – Last day a student may officially drop a course with an 80% refund
- **February 6th** – Last day a student may officially drop a course with a 50% refund
- **March 3rd** – Midterm of 2008 Spring Semester
- **April 25th** – Last day of classes

BILLING

If you are a graduate assistant or fellowship recipient, some or all of your tuition and fees may be paid by the Graduate School Funding Office. Depending on when registration occurs, tuition scholarships may not be reflected on bills.

Provided your assistantship has been processed or your fellowship awarded, your tuition scholarship will be applied to your account on January 1st, 2008. If you have a question regarding a bill you have received, please check your balance by logging on to myUK, <http://myuk.uky.edu>, as there may have been changes to your account since the bills were disbursed. If your tuition scholarship does not appear, check with your department to be sure all the proper paperwork has been sent to the Graduate School. If you still have questions regarding your account, or you are unsure about the status of your scholarship award, please email the Graduate School Funding Office at gsas@uky.edu. You can also call the Graduate School Funding Office at 257-3261 for any questions.

HEALTH AND RECREATION FEES

All full-time graduate students (enrolled in nine or more credit hours) are charged a mandatory \$168 health fee and a mandatory \$56.75 recreation fee, which is not paid by the tuition scholarship. The student is

responsible for paying these fees. Both fees are due at the same time as your tuition payment.

If you are a part-time student or a graduate student enrolled in a zero credit hour class or 767, you may request a voluntary health fee and pay the charge at the Student Billing Office in Funkhouser Building for coverage during the spring semester. Please check the University Health Services website for deadlines on the health fee payment at <http://www.uky.edu/StudentAffairs/UHS/>. The mandatory recreation fee for a part-time student is \$5.68 per credit hour.

Other fees that are not covered by Graduate School assistantships and fellowships include distance learning fees, lab fees, specific program fees, and specific course fees, as well as any other tuition or fees that are above and beyond the usual and customary amount for graduate students.

HEALTH INSURANCE

The student health *fee* is separate from student health *insurance*. All full-time students pay a mandatory *health fee* in the fall and spring semesters that entitles them to most services at University Health Service (Student Health) at no cost. The health fee is voluntary for most students in the summer, as well as for all part-time students (including those enrolled in zero and two credit hour courses) in the fall and spring

semesters. These voluntary students may request this service by contacting the student billing office. See www.uky.edu/StudentAffairs/UHS for more information.

The *student health insurance* is an injury and sickness plan that includes hospitalization benefits. The plan is a preferred provider organization (PPO) and UK Hospital and UK College of Medicine physicians are the preferred providers (in area). When receiving treatment away from UK, you may experience significantly higher out-of-pocket costs.

It is your responsibility to understand the plan description and to read the exclusions and limitations in the plan. See www.chickering.com for details and a copy of the plan brochure.

The Graduate School pays the health insurance premium for fully-funded, enrolled, degree-seeking graduate assistants and some fellowship recipients. Only the Graduate School can verify eligibility for this year-round coverage. Visit the Graduate School website for health insurance FAQ. Funded graduate students with questions beyond those addressed on the website may contact Emily Duncan by phone at 257-6608, or grad.fundedhealth@uky.edu.

Non-funded graduate students may be eligible to purchase the insurance. See www.chickering.com to access the plan details and online enrollment system. Contact Donna Fain, 323-5823 ext. 230, or

djfain00@email.uky.edu for more information.

International students are required to have health insurance. Non-funded international graduate students will be charged for insurance on their student account as part of the fees due for the semester. Remember that insurance fee deadlines are the same as tuition deadlines. For more information, contact Stephanie Wurth in International Affairs at 257-4067 ext. 238 or stephanie.wurth@uky.edu

PAYMENT PLAN

Students whose tuition and fees are not paid in full prior to the beginning of the semester will be assessed a monthly late fee of 1.25 percent on any unpaid portion in excess of \$50. Students will receive monthly billing statements from Student Billing Services to keep them informed of the account balance, including the monthly fees.

ADDRESSES

Having correct address information is vital to a smooth billing and payment process. You may check and change your address at: myuk.uky.edu, under myInfo.

It is important that your current, permanent, and international (if you're an international student) addresses are correct.

If you receive a fellowship or if you have an assistantship, you must

change your address in the Human Resource System by notifying Payroll at 340 Peterson Service Building, in addition to changing your address through MyUK.

EMAIL ADDRESS

Students should check their University-provided email address regularly. Now that the student records part (CM) of the University's new administrative system is activated, your University-provided email will be the official method of correspondence from the University.

REFUNDS

The University implemented a new process for disbursing refund checks. It is a phased process, and still undergoing modification. **Please review any refunds carefully.** If you receive an unexpected refund, please email our office at gsas@uky.edu to check your status. Students share the responsibility in the accuracy of their account, and should review their account carefully and know what to be expecting as a refund (i.e., loan money). Please notify the Graduate School if what you receive is incorrect. The Graduate School reserves the right to adjust tuition awards based on enrollment or additional funding such that the standard graduate rate is not exceeded.