OTHER FINANCIAL RESOURCES

Student Employment
Hire@TU is a graduate student’s main resource for locating jobs and internships. The on- and off-campus opportunities posted in Hire@TU are both full- and part-time. The Career Center also manages several job fairs throughout the year and offers students individual job search assistance. For more information on Hire@TU or the Career Center, call 410-704-2233, email careercenter@towson.edu, stop by the Career Center at 7800 York Road, Suite 206, or visit www.towson.edu/careercenter.

Veterans Benefits
The Veterans Office is located in Enrollment Services 233. The phone number is 410-704-3094. The Veterans Office provides coordination between veteran/dependent students and the regional office of the Department of Veterans Affairs. The coordinator establishes procedures and prepares forms and correspondence for eligible students to receive educational benefits. Additionally, the office monitors class attendance and evaluates academic progress to ensure that those receiving benefits maintain satisfactory progress. This office also supervises the employment of VA work-study students.

Students taking courses at other institutions concurrently with courses at Towson University may be certified for both institutions by the TU coordinator.

Students may visit the office daily from 8:30 a.m.–4 p.m., but may wish to call for an appointment. The normal time for the Regional Office of the Veterans Administration to process an enrollment certification is six weeks. Certification is not automatic. The proper VA forms must be completed each term.

NOTE: Students cannot be certified for courses until they register.

Withdrawals
When students decrease unit load during the course of the term, they must notify the TU Veterans Office. Failure to do so could result in termination of benefits and a financial debt to the U.S. Department of Veterans Affairs.

FX Grades
Students who receive an FX at the end of a term should contact the university Veterans Office immediately.

Change of Program
Veterans may change their academic program once without VA approval. For more than one change of program, however, veterans are required to undergo counseling by the VA. A change of program with the VA is required whenever veterans make a curriculum change in which any of the courses for which VA benefits were previously received do not transfer into the new program or whenever students declare a new major or matriculate at a different institution.

Independent Study
Payment for independent study courses will generally be made on a tuition and fees basis only. Monthly rates may be paid for such courses, provided that more than half of the total number of units for that term are in courses requiring class attendance. Check with the office to determine eligibility to pay for independent study courses.

Advance Payment
Advance payment is the allowance for the first two months of an enrollment period. All tuition and fees are due according to regular university deadlines and cannot be deferred pending receipt of advance payment. Students may apply for advance pay only if they will be enrolling at the university on at least a half-time basis and meet established deadlines. There must be one full calendar month break between terms to apply for the advance to qualify for advance payment.

Students may request advance pay for the regular academic terms in writing on the Declaration of Intent Form. The student must be registered one month before the term commences to qualify for advance payment.

Approved Program
The VA will pay veterans only for the courses listed in this catalog that are required for a degree and for programs that have been approved for study by the VA. If students take courses in addition to those listed for their approved program, they will not be entitled to receive VA benefits for them.

Assistantships
The Office of Graduate Studies and various departments of the university offer a limited number of graduate, teaching and research assistantships each year to qualified degree-seeking students.

Assistantships provide academic and professional enrichment to graduate students. They also offer stipends to compensate for the hours worked and tuition waivers for graduate units required for the degree. The amount of the stipend and tuition waiver varies depending on the type and nature of the assistantship. There are 10- and 20-hour positions available in academic and several administrative departments. These positions are highly competitive.

Applications are accepted year-round from individuals who have already been accepted into their program of study. However, it is encouraged that applicants submit the applications and résumés to the Graduate Assistantship Office (GAO) by early spring so that departments may have time to review the information in time for the upcoming academic year.

Interested applicants may contact the Graduate Assistantship Office for more information at 410-704-4484, gao@towson.edu or http://grad.towson.edu/finance/ga/index.asp.

Fellowships
The Office of Graduate Studies is committed to supporting students enrolled in doctoral and other terminal degree programs at Towson University. The purpose of the Towson University Graduate Student Fellowship program is to advance the goals of increased excellence and diversity of graduate students. Awards are made to students on the basis of academic merit and/or depth of professional experience. For more information, contact the Office of Graduate Studies at 410-704-2078 or gradstudies@towson.edu.

Alumni Association Graduate Fellowship Awards
The Alumni Association awards several scholarships each year to TU students who are full- or part-time graduate or post-graduate students and are active leaders in their communities. The Alumni
Association recognizes and rewards students who demonstrate the highest levels of intellectual achievement and the potential to be active supporters of the university and the larger community. Each award shall consist of a certificate and a $1,000 to $2,000 scholarship that will be deposited directly into the student’s university account for tuition, books and/or living expenses. Applications may be obtained from the Towson University Office of Alumni Relations, 1-800-887-8152 or alumni@towson.edu, and must be postmarked no later than June 15.