



GLUCK FELLOWS HANDBOOK 2017-2018

EDUCATION | HEALTH | CULTURE | CREATIVITY

Introduce | Inspire | Involve | Impact

OPA! (Outreach Performing Artist) Single Session Fellowships

Solo and Ensemble Musicians; *Mosaic*, Spotlight on Hope, UCR Latino/a Play Project Members; Family Learning Support Fellows; VIP Day Arts Ambassadors; and more!

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I. GLUCK ADMINISTRATION & DEPARTMENT CONTACTS

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II. INTRODUCTION

The Gluck Fellowship is a Community Service fellowship. Gluck Fellows *introduce* the community to their research, *involve* them with interactive programs and serve as inspirational role models to the participants. Gluck Fellows' programs *impact* lives and *inspire* lifelong learning for the community.

Being selected as a Gluck Fellow is an honor and responsibility. In order to make your experience as rewarding as possible, here is a list of general information and guidelines designed to answer any questions you may have about the program.

What Is The Gluck Fellows Program Of The Arts?

Established in 1996, the Gluck Fellows Program of the Arts at UC Riverside is a privately funded arts outreach program that is designed to create the opportunity for graduate and undergraduate students of the Departments of Art, Creative Writing, Dance, History of Art, Music, Theatre and the Sweeney Art Gallery and UCR/California Museum of Photography to extend their creative, performative, and expository talents to local schools, residential homes for elderly care, and community centers that have little or no access to the arts by bringing performances and workshops that address the **educational, health, cultural, and creative** needs of the participants.

Working Together

The Gluck Administrative Staff are here to work with you to help ensure that your program is a success and that your experience as a Gluck Fellow is a rewarding one. The Gluck Office is open Monday through Friday, from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Should you have any questions or problems, please do not hesitate to contact us.

Thanking the Gluck Foundation

The Max H. Gluck Foundation likes to hear from Gluck Fellows; you can email them directly at GluckFoundation@cox.net. Consider sending a brief note to the Gluck Foundation letting the Board members know that you appreciate being selected as a Gluck Fellow at UCR, and how your Fellowship has influenced or supported your educational career.

III. FELLOWSHIP RESPONSIBILITIES

Gluck OPA! Fellows are selected based on participation in an approved program, or by audition. In order to receive their fellowship, Fellows must fulfill the following responsibilities. Failure to comply with these obligations may result in the postponement or termination of a Fellow's program, as well as jeopardize consideration for future fellowship opportunities. You **MUST** be a **regularly registered** UCR student to be a Gluck Fellow.

OPA! Fellowships are designed for UCR students who participate in or assist with a single public arts outreach event, without further obligation. OPA! Fellowships are \$125 for each 'one-off' event. The minimum time commitment is one hour per event; events may last for several hours. **OPA! recipients must be registered as OPA! Fellows with the Gluck Office at least one week before the event, and all paperwork must be submitted at least 72 hours before the event in order to be eligible for Fellowship payment.**

In order to qualify as an OPA! eligible event, the following requirements must be met:

1. The event must be held at a venue that is free and open to the public. If the event is held on campus at UCR, the event must be open to the university community/general public.
2. The event must be an arts outreach event of some kind. Examples include: open mic nights, musical performances, staged readings or performances of a play/musical, film screenings, art-making programs, etc. Check with the Gluck Office to see if your program is OPA! eligible!
3. The event must be confirmed at least 72 hours before it is scheduled to take place.

There are a limited number of OPA! fellowship slots available each year. Please limit OPA! recipients to 3-4 per event, approved in advance by the Gluck Office, unless there are prior arrangements.

- **UCR Principles of Community**

As a Gluck Fellow, you will meet, interact with, and educate constituents from a vastly diverse community of ideas, experiences, and backgrounds. *The UCR Principles of Community* statement (see APPENDIX 3) will help prepare you for acting as a representative and ambassador of UCR ideals.

- **Community Outreach**

All Gluck OPA! programs must have a component of arts outreach to the UCR or general public community. OPA! Fellows in music, theatre, etc., receive fellowships for a performance that is free and open to the public. Other OPA! Fellows receive fellowships for participating in an arts outreach event for the campus or community, such as film camps, open mic nights, and others.

- **GETTING STARTED WITH YOUR FELLOWSHIP**

- Register your interest and submit an application
 - The OPA! Application/Information Form can be found on the [Gluck Program website](#).
 - Complete the Application/Information Form and submit it via email to the Gluck Office
 - The Gluck Office will set an appointment to chat about your program ideas and determine if they are OPA! eligible. Performing artists will be asked to provide links to a portfolio or do a live audition.
- If successful, OPA! applicants will complete the Gluck Fellow paperwork and be added to the Gluck OPA! Fellow Roster. When a Fellow is notified of their status as an OPA! Fellow, the Gluck Office will send a Handbook and information pack, including links to the forms necessary for creating a Gluck Fellows folder. You are responsible for downloading and reviewing the Gluck Fellows Handbook.
- Members of Spotlight on Hope, *Mosaic*, or the UCR Latino/a Play project will submit the Gluck OPA! Fellow paperwork described below, and coordinate with their org or program's OPA! Leader for further details.

- **File Paperwork**

Gluck Fellows must file the following forms:

- Due **at least one week before OPA! eligible event** for **ALL OPA! Fellows**: OPA! Application/Information Form
- Due **72 hours before OPA! eligible event** for **ALL OPA! Fellows**: Liability Waiver, CANRA Acknowledgement, Media Release, Online Fellow Information Form
- Due **72 hours before OPA! eligible event** for **OPA! Fellows working directly with children under the age of 18**: Praesidium Armatus Child Protection Training Certificate of Completion

The Liability Waiver, CANRA Acknowledgement, and Media Release can be found on the Gluck Program website: http://gluckprogram.ucr.edu/gluck_resources/fellow_resources.html

The Online Fellow Information Form can be found at this link: [2017-18 Fellow Information Form](#)

Failure to submit the required forms will result in the postponement of your program. Repeated postponement of a program will jeopardize future fellowship opportunities, and may result in the termination of your fellowship.

- **LIVESCAN Fingerprinting**

Although not a requirement now, we may require LIVESCAN fingerprinting in the future.

IMPORTANT NOTE: Fellows **cannot** be scheduled until they have filed their forms: OPA! Application/Information Form, Online Fellow Information Form, Liability Waiver, Media Release, CANRA Acknowledgement, Praesidium Armatus Child Protection Training Certificate of Completion

- **Program Scheduling – Event Schedule**

As soon as your program has been scheduled, you will receive an official presentation schedule via e-mail. This schedule will be updated and sent out with each new event addition and will include:

- Presentation dates and times for each presentation at each site
- Site Coordinator contact information (email and phone numbers) for each site
- Site addresses

○ **Attendance and Punctuality**

It is essential that Fellows show up on time and well prepared for each of their scheduled presentations. Plan to arrive at your host site **at least** 20 minutes prior to the start of your presentation to check in with the Site Coordinator. Be prepared to show ID at some sites (libraries, etc.). Plan for delays in your travel time. If you find you are going to be late due to some uncontrollable circumstance, immediately contact your host site to notify them of your delay. Fellows who fail to show up for a presentation will jeopardize future fellowship opportunities.

○ **Transportation**

Fellows are responsible for providing their own transportation to and from all presentation sites. All sites are within 20 minutes of UCR by car. Bus routes to most of our Gluck sites are upwards of one hour from UCR. UCR has a Zip Car scheme, for those without cars.

○ **Overall Professionalism**

Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, as well as their departments. It is assumed that all Fellows will adhere to the highest standards of professionalism and that they will treat their engagements with the same degree of commitment they would any other professional engagement.

○ **Program Observation and Documentation**

• **Visit from Gluck Program Staff**

The Gluck Office will visit a particular site to observe each Gluck Fellow or Ensemble, to observe the site and audience/students, and to document the presentation by taking photographs. We will give feedback after the session and may interject during the session, if necessary.

IV. FELLOWSHIP DISBURSEMENT

Gluck fellowship disbursement occurs in the quarter that the Fellow completes their project. All Fellows must submit all required evaluation forms and return any materials checked out from the Gluck Office before disbursement will be requested.

Disbursement of graduate and undergraduate fellowships is arranged through the **Financial Aid Office**. As soon as a student is notified that they have been selected to be a Gluck Fellow, it is **strongly recommended** that they set up an appointment with their Financial Aid Counselor to discuss exactly how their Gluck fellowship will be disbursed and whether it will affect their current financial aid package in any way as assistance in excess of the budget for the costs of school may trigger a revision of the financial aid.

Graduate and undergraduate Fellows must be regularly registered students at UC Riverside. If a Fellow withdraws from UCR prior to the completion of their program, their fellowship will be terminated.

International Students

International students must establish a tax rate code in GLACIER. See the following website for more information: <http://accounting.ucr.edu/payroll/glacierinfosheet.html> Please contact your Financial Aid Officer for more information. See **APPENDIX 5** for Gluck Fellowship Tax Information.

IMPORTANT NOTE: Fellows **cannot** receive their fellowship disbursement until they have submitted their online Evaluation Forms and returned all materials checked out from Gluck Office.

V. FORMS AND DOCUMENTS

All Fellows are responsible for completing and returning the following forms. Forms are Google Forms or can be downloaded from the [Gluck Program website](#) as Word Documents. Please return all Word Documents as Word Documents. **Please do not use Google Drive or return as a PDF.**

Due 72 hours before OPA! eligible event – 5 forms

- Fellow Information Form – [2017-18 Fellow Information Form](#)

- Waiver Form – http://gluckprogram.ucr.edu/gluck_resources/fellow_resources.html
- CANRA Form – as above
- Media Release – as above
- Praesidium Armatus California Mandated Reporter Certification – see **APPENDIX 1**

Due before payment

- OPA! Event Evaluation Form – [2017-18 OPA! Event Evaluation Form](#)
- **Return all materials** checked out from Gluck Program

APPENDIX 1

CANRA Child Protection California Mandated Reporter Online Training for Gluck Fellows

ALL OPA! FELLOWS WHO WORK DIRECTLY WITH CHILDREN UNDER THE AGE OF 18 MUST COMPLETE THIS TRAINING BEFORE THEIR FELLOWSHIP EVENT.

TO ENROLL FOR TRAINING

1. Go to <http://website.PraesidiumInc.com/EnrollNow> OR <http://armatus2.praesidiuminc.com/Armatus/security/anonymous/selfRegistration>
2. Enter UCR's Registration Code - **ucredu** - and click **"Submit."**
3. Complete the form and click "Click here to enroll." Select our campus **Gluck Fellowship Academic Year - UCR** from the Organization drop down list.
 - a. You are a Part-Time employee for these purposes
 - b. Choose a 4-digit password. They suggest your phone number – they will add 'ca' to the end. (eg. 1234ca)
4. Write down your login and password or print the page for your records.
5. You can begin training immediately after enrollment or can choose to login later. When you login later, please use **Armatus 2.0 - Praesidium**. <http://armatus2.praesidiuminc.com/armatusUser/login>

TO LOGIN FOR TRAINING

1. Go to **Armatus 2.0 - Praesidium**. <http://armatus2.praesidiuminc.com/armatusUser/login>
2. Enter your user login and password. (The login and password you created during self-enrollment.)
3. Click on the title of the course you want to begin. **California Mandated Reporter**
4. Once the course starts, click the orange buttons or arrows to advance the frames.
5. **Gluck Academic Year Fellows** are required to complete:
 - a. **California Mandated Reporter** (should take about 20 minutes)

AFTER TRAINING

Send us the pdf of your Armatus California Mandated Reporter Certificate. Choose PRINT CERTIFICATE, save as .PDF and email to Gluckprogram.ucr@gmail.com

If you have previously training with another UCR department, or as a prior Gluck Fellow, please email your certificate of completion to us.

APPENDIX 2

Fellowship Peculiarities

- **APPENDIX 2.1 – Solo and Ensemble Musicians**

Solo and ensemble musicians of all instruments, genres, and styles are encouraged to audition with the Gluck Office to establish a place on the Gluck OPA! roster. The Gluck Office regularly sends musicians out into the community to perform at a variety of venues in the downtown Riverside area for events including Arts Walk on first Thursdays, First Sundays family days, and special events that take place at the Riverside Art Museum, Riverside Public Library, UCR Alumni Center, etc.

Musicians are also welcome to seek out their own bookings. These bookings must be confirmed as Gluck eligible events with the Gluck Office at least 72 hours in advance of the event in order to be eligible for Gluck OPA! Fellowship credit.

- **APPENDIX 2.2 – *Mosaic***

The *Mosaic* Public Reading series in Riverside locations is one of the Gluck Program's most visible and important community outreach programs. It embodies the program's mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community's desire for access to quality writing education.

Key Information:

- The *Mosaic* Fellow team is responsible for organizing, planning, and reporting on public outreach activities to encourage the community to participate and submit for inclusion in *Mosaic*. The *Mosaic* Team is expected to organize, attend, oversee and be responsible for all events.
- Outreach activities should be located in venues generally open to the public and free of charge to enter. The Getaway Café, Back to the Grind, Jafang Pizza, Cellar Door Books, etc. are common locations for events, but the further the events reach into Riverside, the better exposure for *Mosaic*. Events can also be on the UCR campus, but should be free of charge to enter and easy to locate for outsiders.
- Most locations will not require liability insurance to hold an event there. However, if you are asked to supply one at any point in the process, please stop communications with this venue. The University will not insure student groups for events off campus, and you cannot have a *Mosaic*-sponsored event at any location that requires liability insurance.
- **Reporting the scheduled events to the Gluck Office is a requirement.** We must track these events and provide documentation to the Max H Gluck Foundation of how many there were, when they occurred, where they occurred, and how many attended. After each event, please send an estimation of the attending audience to the Gluck Office immediately.

Eligible Activities for outreach credit:

1. Open Mics – credit for each Fellow who participates
2. Table/booth at student fairs, literary events, community events – credit for each Fellow who participates
3. Visits to community college or high school creative writing club – credit for each Fellow who participates
4. Writing workshop or workshopping event open to the public – credit for each Fellow who participates

A total of 12 \$125 OPA! Fellowships will be reserved for *Mosaic* for single session activity support. The 12 fellowships will be held exclusively for *Mosaic* through Fall Quarter, after which they will go into the Gluck OPA! general roster and made available to all OPA! Fellows, including *Mosaic* members.

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to *Mosaic*.

- **APPENDIX 2.3 – Spotlight on Hope Film Camp**

Undergraduate students who assume roles in Spotlight on Hope during the 2017-18 year are eligible to receive OPA! fellowships of \$125 per event. The obligation to the Gluck program to receive the fellowship is to serve at an **arts outreach** event that is free and open to the public. Examples include film camps, workshops, training

sessions for members, movie nights. These events can be on the UCR campus, or off campus, but they must be 'art' focused. (Service events to hospitals, i.e. Easter egg hunts, are not eligible.)

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to the Spotlight on Hope student organization.

• **APPENDIX 2.4 – UCR Latino/a Play Project**

UCR Latino/a Play Project members are eligible for OPA! Fellowships if they are cast members in an LPP production. LPP members who participate in flyer distribution/street theatre teams/public advertising for LPP productions are also eligible for OPA! Fellowships. Occasionally other members of LPP are eligible for Fellowships. Please contact the Gluck Office for questions regarding details of eligibility, as they may vary from production to production.

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to UCR Latino/a Play Project productions that are supported by the Gluck Program.

• **APPENDIX 2.5 – Family Learning Support Fellows**

From time to time, Gluck Family Learning Programs (First Sundays at Riverside Art Museum, UCR ARTSblock events, etc.) may need additional support Fellows to assist with carrying out a project. OPA! Fellows who are interested in supporting Gluck Family Learning Programs should register their interest with the Gluck Office. These programs are typically 2-3 hours in length, and Fellows who support these events are eligible to receive the OPA! Fellowship of \$125.

• **APPENDIX 2.6 – VIP Day Arts Ambassadors**

Arts Ambassadors are Gluck OPA! Fellows who act as guides for Gluck VIP Day events. There are typically 6 VIP Day events per year, where 5th-8th grade students from a Gluck school visit the UCR campus and attend Gluck workshops. Each Arts Ambassador is assigned a group of students, and spends the duration of the VIP Day event with those students; leading students between classrooms for various workshops, and providing information about the college experience and life at UCR. Arts Ambassadors generally give students a brief tour of the Belltower/HUB area after the Gluck workshops have completed.

• **APPENDIX 2.7 – Gluck Special Events and Programs: Like to try something different?**

- | | |
|---------------------|--|
| Gluck Music Library | Get credit for one OPA! by giving permission to use your original music file in GluckTV films Minimum 10 minutes of music. |
| GluckTV | Do you have filmmaking skills? Give a film to GluckTV and receive credit for one OPA! |
| Arts Walk: | Performances and presentations First Thursday 6-9pm of each month in downtown Riverside |
| First Sundays: | Performances and presentations First Sunday 1-4pm of each month in downtown Riverside – Family friendly, family learning |
| November | Homecoming |
| March: | Watkins Society performances |
| April | National Poetry Month sessions with Inlandia Institute |
| Memorial Day: | SaturationFest – Gluck Fellows Perform at downtown Riverside DIY events |

APPENDIX 3

UCR PRINCIPLES OF COMMUNITY

The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR's faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution.

There are three objectives that our campus must strive toward in order to achieve these goals.

- First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our

- students, faculty and staff.
- Second, we must ensure that our campus sets an example of respect for all people.
- Third, we must ensure that our campus is a safe and welcoming environment for everyone.

We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.

We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California's focus, goals and mission. (and subject to sanction according to University policies and procedures)

We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.

APPENDIX 4

IMPORTANT NOTE for fellows regarding your property

Please be advised of the following:

The University **does not** cover any personal property belonging to a student while it is stored on campus or being used for campus activities or university activities carried out elsewhere.

This means that storing your instruments in your locker, in your dorm room, or in a rehearsal room or faculty office is **at your own risk**. It also means that if your instrument is for some reason damaged while you are playing a Gluck concert, you will have to absorb the repair cost.

While some of you may have coverage through yours or your parents' homeowners or rental policy, please be aware that the instrument, bow, and case have to be "scheduled," that is: listed by name and appraised value. Also be aware that any "paid work" that you do with the instrument could be interpreted by the insurance carrier as invalidating ordinary property coverage.

The best coverage for someone no longer living at their parents' address and earning money through performances is an **ALL RISKS** policy. This is usually worldwide coverage for any situation, although many policies will not cover an instrument left in a car, whether locked or unlocked.

One way to get this type of policy at an affordable rate is to join certain professional organizations and take advantage of their group rate policies. You can often join as a student member at reduced membership dues. You must have your instrument, bows, and cases appraised every five to seven years. American Strings Teachers Association, Chamber Music America, Early Music America are among the groups to investigate.

The decision about paying for coverage versus assuming the risk is, of course, a personal decision. But it is recommended that you at least take stock of your own situation, and, most of all, be aware of the fact that your instruments and equipment are not covered by any University coverage, even while you are participating in University activities.

*For additional information on instrument insurance, please speak with the Music Department Coordinator.

APPENDIX 5

Gluck Fellowship Tax Information

Dear Gluck Fellow,

According to our records, you are the recipient of a scholarship or fellowship awarded in connection with your enrollment at the University of California, Riverside. The term ‘scholarship or fellowship’ includes grants, waivers, and other forms of ‘gift aid,’ which typically do not need to be repaid. The purpose of this letter is to inform you about the general treatment of your scholarship or fellowship for tax purposes as well as your reporting and recordkeeping responsibilities. The information provided, below, applies regardless of whether the scholarship or fellowship is from the University of California or from a third—party source.

In some cases, the scholarship or fellowship funds are paid directly to you, while in other cases they are credited directly to your University student account. For example, a scholarship from a third-party source that is intended to pay your fees and tuition may be paid directly to you. Conversely, the third party may pay the University directly on your behalf and the University, in turn, would credit your University student account. Whether the scholarship or fellowship payment is paid to you directly or to the University on your behalf, for tax purposes that payment is treated as made to you and is subject to the tax rules discussed below.

Under Internal Revenue Service (IRS) regulations, you do not have to pay taxes on a scholarship or fellowship to the extent the funds are used for required tuition, fees, books, supplies, equipment, or for the mandatory fees for classes or enrollment. The amount of health insurance premiums you pay to the University in order to be enrolled is also considered a required fee. To the extent you use scholarship or fellowship funds to pay for these types of required fees and expenses, the funds should be excluded from your taxable income.

Regardless of the manner in which the scholarship and fellowship funds are paid to you (i.e., either directly or on your behalf), you are required to maintain records and documentation showing that you used all or a portion of your scholarship or fellowship funds for these required purposes.

Any portion of a scholarship or fellowship used to pay for other expenses (e.g., room and board, travel, and other living expenses) should be included in your taxable income for the year. Again, this would be the case regardless of how the funds were paid. Therefore, you may have to pay income taxes on the portion of your scholarship or fellowship used for such expenses. For more information of the tax treatment of scholarships and fellowships, see IRS Publication 970 (Tax Benefits for Education), which can be found on the IRS website at <http://www.irs.gov/formspubs/>.

IRS regulations do not permit the University to withhold income taxes on the taxable portion of scholarship or fellowship payments. Therefore, depending upon the taxable amount of your award, you may need to make estimated income tax payments prior to filing your tax return. For more information on the rules pertaining to estimated tax payments, see IRS publication 505 Tax Withholding and Estimated Taxes, which can be found at the same IRS website address shown above.

You should make the determination regarding whether your scholarship or fellowship is taxable based upon your individual facts, irrespective of how the University may have applied your award funds to the amounts you owed the University. To the extent that you determine that a portion or all of your scholarship or fellowship funds are not subject to tax, you should retain receipts and other documents that show the total amount of your qualifying (i.e., non taxable) expenses.

Pursuant to the Taxpayer Relief Act of 1997, the University is required to file a Form **1098-T** (Tuition statement) information return to IRS for most students. If a return is filed, the University must also provide a copy of the return to the student showing the information reported. Depending on the UC campus you attend, either the amount of qualified tuition and related expenses paid or the amount billed is reported (in either Box 1 or Box 2 of the 1098-T). Among other information, the University also is required to report the amount of all scholarships and fellowships (Referred to by the IRS as ‘scholarships or grants’) from all known sources that the University processed on your behalf. The aggregated amount reported for these types of awards is without regard to whether any portion may be taxable. The amounts reported on the 1098-T represent a summary of the qualified

tuition and related expenses, as well as any scholarships and fellowships you received, based on the information on file at the UC campus you attended. This information may be of use to you in calculating the amount of the higher education tax credit or deduction you may be eligible to claim, but your personal financial records serve as the official supporting documentation for your federal income tax return. For more information about the education tax credit or deduction, see IRS publication 970, which is available on their website shown above.

Please note that this letter is intended only to introduce you to the tax rules applicable to recipients of scholarships and fellowships. The University of California does not provide tax advice; you should contact your personal tax advisor with any questions or concerns.

Christine Leapman
Gluck Program Assistant Director

How does a fellowship affect financial aid?

A fellowship that is given to a student to assist with academic or living costs is considered financial aid. If a student has already received federal or UCR financial aid based upon the Free Application for Federal Student Aid (FAFSA), the fellowship must fit into the aid package, which may result in other aid being reduced or removed.

Most fellowships are granted to assist with the same costs that are covered by financial aid, such as tuition and fees, books and materials, and living expenses. Since a student may not receive assistance in excess of the budget for these costs, a fellowship may trigger a revision of the financial aid.

A student who receives an award late in the processing cycle may already have a full financial aid award. The award will be reduced and the student **may be required to repay some aid already received.**