Office of Student Financial Services
8 Ashburton Place, Boston, MA 02108
www.suffolk.edu

Dear Sawyer Business School Student:

On behalf of the Sawyer Business School Graduate Fellowship Selection Committee, I am pleased to advise you that you have been selected as a Suffolk University Sawyer Business School Graduate Fellow (SBS Graduate Fellow). You are to be congratulated on receipt of this prestigious award as you were selected from a large and impressive pool of applicants. SBS Graduate Fellowships are awarded solely on the basis of merit and all newly admitted students are considered.

This award will offer you the opportunity to offset your educational expenses through scholarship funding and employment with faculty and administrators of the Sawyer Business School or various Suffolk University departments. There are many exciting and interesting projects currently underway which would benefit from your participation as a graduate fellow.

Award Requirements:
Your SBS Graduate Fellowship award is comprised of scholarship and employment funding. The scholarship portion of the award will be credited directly to your tuition account prior to the start of spring term. And, provided you meet the SBS Graduate Fellowship Employment placement deadlines (outlined on page 2), employment funding will be paid bi-weekly for hours worked. SBS Employment income earned is taxable and will be reported to the I.R.S. Additional details are outlined in the SBS Fellowship Acknowledgement.

Renewal of SBS Fellowship Funding:
SBS Fellowship funding will be renewed for the 2027-2028 academic year based on the following conditions:

- satisfactory academic performance during the upcoming semesters with a minimum cumulative grade point average of 3.0 and
- compliance with all university policies found in the Student Handbook and
- satisfactory job performance

Please note fellowship awards are available to **full time students** (enrolled in a minimum of 12 credits per semester) for up to two consecutive years (4 semesters) provided you meet all renewal requirements (*i.e.*, Satisfactory Academic Progress, enrollment status, etc.). Students enrolled in a dual degree program can apply for a fifth semester of eligibility by contacting the Student Financial Services Office. In addition, if you graduate, withdraw, take a leave of absence, or enroll below half time status (less than 6 credits) you are no longer entitled to this funding. A change in your enrollment status can have an impact on the amount of your award. Fellowship funds may only be used for classes required for your program degree requirements and may not be used to extend your enrollment.

Restrictions:
All fellowship work must be performed within the United States. While some departments may allow a combination of work on campus and remote work, students are expected to complete the majority of their work in person. Students enrolled in classes, but physically outside of the United States, will not be permitted to work. While it is possible some work may be done remotely, University policy requires all students participating in employment programs be located within the United States.

Students enrolled in Study Abroad programs may not utilize fellowship funding and fellowships are not available during the summer. In addition, fellowships are renewed in the same amount outlined in your award letter and will not be increased to reflect any annual tuition increase.

If you receive any additional funding not listed on your financial aid offer, you are required to inform

the Office of Student Financial Services in writing. Examples of additional funding would include financial support from your home country or employer, outside scholarship, grant, loan or any funding awarded by another department of the university (i.e. tuition remission through Human Resources). Funds not included on your award letter will likely impact all prior Suffolk award offers and can result in a reduction/revocation of our original offer.

SBS Graduate Fellowship Employment Placement:

SBS Graduate Fellows are placed in employment positions based on the needs of administrative and academic departments within the Sawyer Business School and Suffolk University. The SBS Graduate Fellowship Employment placement process usually begins 2-4 weeks prior to the start of the semester.

In order to be considered for priority placement in an SBS Graduate Fellowship employment position, a student must complete the following four steps by the specified deadlines:

1. *Submit a complete application for Admission by* ***November 2, 2026.***
2. *Accept your offer of admission and pay the enrollment deposit through the applicant portal* ***(grad.suffolk.edu/status)*** *by* ***December 1, 2026****. (If the enrollment deposit deadline in the admission letter is after December 1, and your deposit is paid after December 1, your employment fellowship placement will be considered on a space available basis only.)*
3. *Confirm enrollment and interest in employment placement by completing the* ***SBS Fellowship Acknowledgement,*** *also available in the applicant portal, by* ***December 1, 2026****.* ***The SBS Fellowship Acknowledgement will be available once your enrollment deposit is submitted.***
4. *Upload a copy of your resume in the applicant portal if your application did not require one.*
5. *Register for classes in the upcoming term by* ***December 8, 2026.***

- Students with an SBS Graduate Fellowship who meet these deadlines will be contacted via their Suffolk email, prior to the start of classes, with information on their employment placement/department assignment. Additionally, you must complete the required new employee onboarding process including proof of a Social Security number. For questions regarding your employment placement, please email businessgrad@suffolk.edu.

- Students with an SBS Graduate Fellowship who do not meet these deadlines will still qualify for the SBS Graduate Scholarship portion of their fellowship. However, SBS Fellowship Employment placement is not guaranteed. **After December 1, SBS Fellowship Employment placement will be on a space-available basis only. Therefore, students are strongly encouraged to complete these steps for employment placement consideration.**

International Students:

If you are not a U.S. Citizen or legal permanent resident, you may only accept the work portion of this award if you have employment authorization from U.S. Citizenship and Immigration Services for on-campus employment. Most international students use F-1 student immigration status that permits up to 20 hours per week of on-campus employment. Graduate Fellowships count toward that 20-hour limit.

If your immigration status does not allow employment on the campus of Suffolk University, you may seek a change to F-1 student status in order to claim this award. Please be advised that this change of immigration status must be completed by the first day of class. **If you do not obtain F1 student status by the first day of class, the employment portion of your award offer will be revoked and you will not have access to this portion of your award to assist with expenses.** Once an award is revoked, it will not be restored even if the F-1 status is obtained later in the term. For information about F-1 student immigration status, contact the Office of International Student Services at (617) 573-8034 or email isso@suffolk.edu.

If you wish to decline the work portion of this award, please notify my office in writing. If you have questions please contact me by email at dgoguen@suffolk.edu.

Dianne Goguen

Dianne Goguen, Director of Graduate/Professional Student Financial Services

SBS Graduate Fellowship Employment Information

If you received an employment award of $3100/semester, you can work the following number of hours per week. ***NOTE:*** ***Your award amount per semester cannot be exceeded.*** *If you work more than the hours/week listed below, you are at risk of running out of funds before the semester ends.*

Semester:	Hours per week:	TOTAL hours per semester:
Spring 2027	11-12	~ 165-180

If you received an employment award of $2325/semester, you can work the following number of hours per week. ***NOTE:*** ***Your award amount per semester cannot be exceeded****. If you work more than the hours/week listed below, you are at risk of running out of funds before the semester ends.*

Semester:	Hours per week:	TOTAL hours per semester:
Spring 2027	8-9	~ 120-135

Please note employment award amounts may change based on enrollment status. If you received an employment award that differs from the amounts above, please contact the Office of Student Financial Services.

You must have a Social Security Number and must complete new employee onboarding (including Form I-9, tax withholdings, Direct Deposit, international forms, etc.) **PRIOR to beginning work.** Once you are placed, you will be contacted with instructions for your hire. Your employment start date will be delayed if you have not completed all new employee onboarding tasks. If you have any questions regarding employment paperwork, please contact The Office of Student Financial Services at (617) 573-8488 or studentemployment@suffolk.edu.

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SUFFOLK UNIVERSITY BOSTON

Suffolk University SBS Graduate Fellowship Acknowledgement

Review and sign electronically via your Applicant Status Portal (grad.suffolk.edu/status)

As outlined in your fellowship letter, Sawyer Business School (SBS) Graduate Fellowship awards are comprised of scholarship and employment funds. The scholarship portion of the award will be credited directly to your tuition account each semester. The employment portion will be paid bi-weekly via direct deposit based on hours worked. The number of hours you may work is included in this packet. Alternatively, you may choose to accept only the scholarship portion of this award forgoing your employment portion. By rejecting the employment award, the value of your SBS Graduate Fellowship will be reduced to the scholarship amount.

1. Acceptance of your SBS Graduate Fellowship indicates you understand, accept and agree to comply with all terms outlined here.
2. All fellowship work must be performed within the United States. While some departments may allow a combination of work on campus and remote work, all students must be physically located in the US.
3. Fellowships are NOT available during summer sessions.
4. If renewed for 2027-28, your fellowship award amount will remain the same and will NOT be revised to reflect any annual tuition increase.
5. You were admitted to a specific program (i.e. MBA, MPA, MSA, etc.) and your fellowship is for that program only. Contact Dianne Goguen (dgoguen@suffolk.edu), Director of Graduate/Professional Student Financial Services if you are considering a program change.
6. Your fellowship was awarded based on FULL TIME enrollment (a minimum of 12 credits per semester).If you enroll in fewer than 12 credits but greater than or equal to 6 credits per semester, after your first semester of enrollment, your fellowship will be adjusted based on your enrollment status. If you plan to enroll less than half-time (less than 6 credits) during your final semester of enrollment, contact the Student Financial Services Office for updated award information.
7. Your fellowship award only covers the cost of courses REQUIRED for your degree. Fellowship funds may not be used to extend your enrollment at Suffolk University or to enroll in coursework outside your degree requirements.
8. Retaining your fellowship during 2026-27 and renewal of your fellowship for 2027-28 is possible based on compliance with all university policies found in the Student Handbook regarding community standards and the student conduct system; satisfactory job performance during 2026-27; and maintaining a minimum cumulative grade point average of 3.0. Failure to meet these requirements could result in the termination of your fellowship (scholarship and/or employment).
9. Fellowships are available to full time students for up to TWO CONSECUTIVE YEARS (4 semesters). Dual degree students can apply for a fifth semester of funding by contacting the Office of Student Financial Services (finaid@suffolk.edu).
10. If you graduate or withdraw you are no longer entitled to fellowship funding. If you take an official Leave of Absence (LOA), you are ineligible for the fellowship funding during your LOA semester(s). Upon returning to the University, you will be considered for a renewal of funding based on the length of time of your absence and available funding.
11. Students may only accept ONE fellowship position.

I have read and understand the Sawyer Business School graduate fellowship policies, procedures and requirements included in this Acknowledgement. I agree to comply with these in order to maintain good standing and receipt of my fellowship (scholarship and/or employment).

In order guarantee your SBS Fellowship employment placement, students must meet the deadlines specified in the SBS Graduate Fellowship Employment Placement section on page 2.