Welcome to BGS’
FINANCIAL INFO SESSION
21 August 2019

Presented by
Nam Narain
The BGS Administration has 2 departments:

- Academic (Judy Jackson et al.)
- Financial Operations (Nam Narain et al.)

- Anything money related is managed by Financial Operations.
- Travel and other expenses at Penn are processed via Concur, Tiffany Brooks is your default approver.
- Your stipend, tuition, and health insurance billing are also managed thru financial operations.
LATE FEES

- Fellowship covers tuition, fees, and single person health insurance. All appear on BURSAR BILL.
- Sherita Blair handles payments. blairsh@pennmedicine.upenn.edu.
- Credits will be applied after drop period ends (10/7). Contact Sherita thereafter. Check bursar account to clear personal charges, also posted there.
LOAN DEFERMENT/STIPEND ADVANCE

- BGS website has instructions on how to get your loan deferment forms filled out and signed. Please read the instructions before dropping off forms. Our office does handle them.

- Stipend Advance: Max advance of $1000 (via direct deposit in 5-7 business days); $25 fee you pay; advance deducted from monthly stipend each month over 4 months. Contact Tiffany Brooks for information on how to access a stipend advance.
I WANT TO WORK...

- BGS students must obtain approval BEFORE beginning a “2nd job.”
- “2nd jobs” are rare and only approved if student can persuade advisors and director of how the tasks will further his/her academic training.
- BEWARE: BGS controls your Penn payroll record.
- Instructions and forms posted on BGS website.
WHERE’S MY MONEY?

- CONTACT TIFFANY IMMEDIATELY
  brookst@upenn.edu , Put your name in the subject heading of the email, followed by “Payroll issue”
Financial Information website

- [http://www.med.upenn.edu/bgs/current_students_financial.shtml](http://www.med.upenn.edu/bgs/current_students_financial.shtml)

- Please check above website for financial information pertinent to a BGS student:
  - Loan deferment
  - Tax Information
  - TA forms
  - Travel policy/forms
  - FAQ’s on your stipend and tuition fellowship

If you still need guidance/have questions, email Tiffany, putting your name in the subject heading, and the topic i.e. loan/taxes/stipend etc.
BGS FINANCIAL OPERATIONS

- 417/414 ANATOMY-CHEMISTRY BLDG.
  Tiffany: brookst@upenn.edu
  215.573.0919 (PAYROLL)

Sherita:
blairsh@pennmedicine.upenn.edu
215.573.2458 (BURSAR BILL PAYMENTS)