

Graduate Assistantship Agreement

Last Name: **Sample** First Name: **Sally** ID Number: **999112222** Hiring Department: **Graduate School**

The **Graduate School** department/unit offers you a:

- Graduate Assistantship Graduate Teaching Assistantship Graduate Research Assistantship

Details of Appointment: Start Date: **08/16/2008** End Date: **05/15/2009**

This appointment is for **20** hours per week, which is equivalent to **100** % of full-time (20 hrs/wk) graduate employment. You will be paid a monthly rate of \$**1466**, which is pay step **6**. As with any professional appointment, the amount of work time may vary from week to week. Specific assignment of duties will be made at a later date. Receiving payment via direct deposit is a condition of employment at Virginia Tech.

Evaluation/Contingencies: Evaluations of your work performance will be accomplishment based. This appointment is contingent upon satisfactory performance of assigned duties and continued academic and employment eligibility. This appointment is terminated on the ending date stated above, unless another agreement is signed for an additional period of time.

Special Conditions:

- You will not be expected to report to work during regular school breaks
 You will be expected to report to work normal hours during regular school breaks
 You must participate in and successfully complete the GTA workshop. Information about this workshop will be sent to you under separate cover after you accept this offer. For additional details visit www.grads.vt.edu/events/gta_workshop.

Other Special Conditions: **Special accommodations for work schedule may be made with assistantship supervisor for Thanksgiving and Spring Breaks.**

Tuition: For the duration of this assistantship (except in summer) students who are paid at **Step 20 or below** will receive a tuition scholarship for the in-state tuition, academic fee, and engineering fee, if applicable, in an amount that is at least proportional to the assistantship appointment. Students who are paid at **Step 21 or above** may need to pay their tuition and fees from their assistantship stipends.

The department will pay the following fees and the student is responsible for any amount not covered by the department:

- In-state tuition scholarship in the amount of \$ **3680.50** /semester*
- Academic fee in the amount of \$ **175.00** /semester*
- Engineering fee in the amount of _____/semester*

Out-of-State Fee Waiver: If you earn more than \$4,000 during the academic year on an assistantship, your out-of-state fee (the difference between in-state and out-of-state tuition) will be waived. The out-of-state fee is \$ **3097.50**/semester*. *Out-of-state fees cannot be waived for level 46 bachelor's/master's students.*

Comprehensive/Technology/Capital Fees: You will be responsible for comprehensive fees of \$____/semester*, which includes the technology fee. *Out-of-state students must also pay a capital fee of \$ **85.00****.

Taxes: Federal and state taxes, if applicable, will be withheld from your semi-monthly stipend check.

Medical Insurance Benefits: Students who maintain 50–100% assistantship appointments and who have purchased the university-sponsored health care plan are eligible to receive a contribution towards their health insurance premiums. Visit www.grads.vt.edu for more information.

Termination of Contract: If for any reason you leave the assistantship appointment before the end of this contract, please refer to the table on the next page for tuition responsibility. You must inform your department and the Graduate School in writing if you terminate the assistantship prior to the contract ending date. This agreement requires you to maintain your eligibility for appointment as printed on the next page.

Additional Employment: Full-time graduate assistants may not accept additional employment during the academic year. For more detailed information about eligibility and regulations, please refer to the Graduate Catalog.

Department Head or Designee _____ Date _____

Student _____ Date _____

- ACCEPT assistantship offer DECLINE assistantship offer

SIGNED CONTRACT MUST BE RETURNED BY: _____

* Tuition and fees are subject to change.

ASSISTANTSHIP APPOINTMENT ELIGIBILITY

To be eligible for an assistantship, graduate students must:

- Maintain at least a 3.0 grade point average
- Satisfy enrollment requirements (12-18 hours per semester) during the academic year
- Make satisfactory progress toward degree as defined by academic department and Graduate School
- Meet the requirements to be eligible for employment in the U.S.

Selective Service Registration for All Males

An amendment to the Code of Virginia requires selective service compliance as a condition for employment. Newly hired male students must complete the *Selective Service Registration Questionnaire* before they can start work. Prospective employees who indicate on the form that they were required to register but did not register, must present verification from the Selective Service System to Personnel Services indicating the requirement is terminated or inactive before they can be hired.

If You Have Applied for Federal Financial Aid Assistance

Notify the Office of Scholarships and Financial Aid as soon as you are aware that you will receive a tuition or out-of-state fee waiver. These additional awards must be calculated in your total financial aid package and may result in the reduction of your total loan amount for that year.

Tuition Obligation When Students Leave Assistantship

This table is based upon the university refund policy and will be used in calculating tuition obligations for students who leave the assistantship appointment before day 38 of the semester.

SEMESTER CLASS DAY	STUDENT OBLIGATION*	DEPARTMENT OBLIGATION**
PRIOR TO FIRST DAY OF CLASSES	100% of tuition & fees	0%
ONE THROUGH EIGHT	90% - tuition only	10% of tuition scholarship
NINE THROUGH NINETEEN	50% - tuition only	50% of tuition scholarship
TWENTY THROUGH THIRTY-SEVEN	25% - tuition only	75% of tuition scholarship
AFTER DAY THIRTY-SEVEN	0%	100% of tuition scholarship

The comprehensive, technology and capital fees are non-refundable and no reduction will be made after the beginning of classes.

*Student responsible for any amount not paid by department. **Percent of tuition paid by department.

For Department Use Only				
Type of Appointment	<input type="checkbox"/> GA	<input type="checkbox"/> GTA	<input type="checkbox"/> GRA	
Budget Authorization	Department Number	Account Number	Effective Date	Initialed Approval
Project Director			Date:	
Department Head			Date:	

Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants:

"Acceptance of an offer of financial support (such as [...] assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer."

Virginia Tech supports the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants.