

## Virginia Tech Graduate Assistantship Contract

Last Name: **Youknow** First Name: **Who** ID Number: **XXXXX7777** Hiring Department: **Graduate School**

The department/unit offers you a:

Graduate Assistantship  Graduate Teaching Assistantship  Graduate Research Assistantship

**Details of Appointment:** Start Date: **Aug 10, 2015** End Date: **May 9, 2016**

This appointment is for **20.0** hours per week, which is equivalent to **100 %** of full-time (20 hrs/wk) graduate employment. You will be paid a monthly rate of **\$1595.00**. 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.

### **Special Conditions:**

- Check with your supervisor regarding when you are expected to report to work during 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 details visit [http://graduateschool.vt.edu/gs/tge/fp\\_gta\\_workshop](http://graduateschool.vt.edu/gs/tge/fp_gta_workshop).
- GTA instructors of record must have a master's degree or 18 hours of graduate-level course work in the teaching discipline.

**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 **less than \$3198/m** will receive a tuition scholarship for the in-state tuition, and technology and library fees, in an amount that is at least proportional to the assistantship appointment. Students who are paid **\$3198/m or more** may need to pay their tuition and technology and library fees from their assistantship stipends.

The department will award tuition and fees as shown; student is responsible for charges not covered by the department:

- In-state tuition scholarship, technology fee and library fee in the amount of **\$6129.50** /semester\*
- Program fee in the amount of \_\_\_\_\_/semester\*

**Out-of-State Fee Waiver:** Non-resident tuition differential is waived under following conditions: Fall: earn at least \$2000 on assistantship stipend; Spring: earn at least \$2000 on assistantship stipend; winter: earn at least \$4000 in fall; Summer: earn at least \$4000 in fall & spring or in spring. *Out-of-state fees cannot be waived for level 46 accelerated undergraduate/graduate degree students.*

**Comprehensive/ Capital Fees:** You will be responsible for comprehensive fees of **\$928.50**/semester\*. *Out-of-state students must also pay CFE fee of \$302\*.*

**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 purchase the university-sponsored health care plan are eligible to receive a contribution towards their health insurance premiums.

Visit <http://graduateschool.vt.edu/financial/assistantships/health/benefits> 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 contract requires you to maintain your eligibility for appointment as printed on the next page.

**Additional Employment:** Full-time graduate assistants are not prohibited from seeking additional employment (restrictions may apply to international students). Students should consult with their academic advisor and assistantship supervisor, and must notify the Graduate School of any additional employment agreements. For details 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: **Aug 1, 2015**

\* Tuition and fees are subject to change; refer to bursar.vt.edu for up-to-date information.

Graduate Assistantship V5.0 Page 1-2 Created on 08/01/201516:02:27 EDT

## 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		10% of tuition scholarship
NINE THROUGH NINETEEN	50% - tuition only	50% of tuition scholarship
TWENTY THROUGH THIRTY-SEVEN		75% of tuition scholarship
AFTER DAY THIRTY-SEVEN	0%	100% of tuition scholarship

The academic, 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

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

**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.

Graduate Assistantship V5.0 Page 2-2 Created on 08/01/201516:02:27 EDT

SAMPLE