

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

Website: <https://graduateschool.vt.edu/funding.html>

April 2019

Tuition Remission and Funding Deadlines

- Outstanding summer 2018, fall 2018, and spring 2019 tuition awards must be funded by **May 10**.
- Summer 2019 tuition remission entry opens towards the end of May. Funding entries will need to be completed using FY2019-20 resources.

2019-2020 Graduate Assistant Compensation Plan & Health Insurance

The BOV has approved the 2019-20 Graduate Assistant Compensation Plan as follows:

- New stipend scale for 2019-20, which includes the full implementation of the fall 2018 graduate compensation adjustment of 2.0 percent, and a 3.0 percent increase, effective August 10th, 2019. This aligns with the university's planned faculty compensation program. The 2019-20 Stipend Table can be found on the Graduate School website at: <https://graduateschool.vt.edu/funding/assistantship-stipend-tables.html>.
- Effective Fall 2019, when a student is terminated from an assistantship before the end of a semester, graduate tuition remission will be prorated to align with the portion of the semester completed. The following table details these prorations:

# OF WEEKS INTO SEMESTER WHEN TERMINATING	STUDENT TUITION AND E&G OBLIGATION*	DEPARTMENT TUITION AND E&G OBLIGATION**
Less than Four	100%	0%
Four through less than Eight	75%	25%
Eight through less than Twelve	50%	50%
Twelve through less than Sixteen	25%	75%
Sixteen or more (full semester)	0%	100%

Comprehensive and capital fees are non-refundable and no reduction will be made after the beginning of classes.

The table can also be found at: <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html> under Performance/Resignation/Termination. This change will be reflected on the Graduate Assistantship contract. Any student receiving a contract before this change is made will be grandfathered using the old table.

- Graduate assistant health insurance coverage subsidy at 88 percent for qualifying students.
- 2019-20 Tuition tables are not yet posted. You can check the Bursar's website for updates at www.bursar.vt.edu.

Calculating Tuition Obligation for 2019-20

- The Contract 1 tuition award for assistantships is equal to [in-state tuition + technology fee + library fee + program fee (dependent on admission date) x FTE]. If you are unsure of program fee guidelines for a specific department, please refer to the Bursar's tuition rate pages. Contract 2 is not for program fees; it is for optional fee payment such as comprehensive fees & CFE fees.

Contract System Updates

- You will notice a new feature when you enter the PID of the approver: As you enter the first three letters into the approver PID box, a dropdown of the approver's name and PID will appear if they are eligible to approve a contract for the org code you are using. In the past, if an approver had any kind of HR approver access, they could approve a contract. However, **as we move towards integrating the contract system with the PAF system, all approvers are now required to have HR Banner PAF approval access.** All faculty or staff members who wish to approve contracts must have PAF approval access; request access at: https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry.
- Please remember that a student must have created a PID in order to accept a contract. If the system is sending them an error message, make sure that they have created a PID. Directions for doing so are in their assistantship contract notification email and in their admission offer letter.
- Email notifications are set to prioritize the student's VT email address at the time the contract is approved; if the student has not setup their VT email, the system will attempt their home email address. You can see on the contract screen the email address to which the contract was sent. This is located in the Conditions of Offer section on the bottom of the screen, underneath the Student Approval Deadline.

Policy Reminders

- Out-of-state (OOS) tuition differentials are waived for graduate assistants who earn more than \$4,000 during the academic year (\$2,000 per semester) while on assistantship stipend. The student must be on an assistantship contract in order to receive this waiver. To receive a summer OOS waiver students must have been on a 9-month or 12-month assistantship and earned at \$2,000 per semester or a spring-only assistantship and earned at least \$4,000 between August 10 and May 9.
- Students on spring contracts must be enrolled in a minimum of 12 hours until the end of their contract.
- Graduate assistants who defend during the semester are expected to continue the assistantship until the end of the spring semester regardless of their defense and ETD submission date.
- Graduate Students who are enrolled in graduate study in the prior spring semester and will be enrolled in the upcoming fall are eligible for continued health services during the summer months. If you are enrolled in a summer session, health services will continue to be covered under your comprehensive fee for the sessions in which you are enrolled. Students not enrolled in summer classes, but working informally toward a degree at Virginia Tech, can elect to purchase summer health coverage. For more information on the specifics of this coverage, please refer students to: https://www.healthcenter.vt.edu/appointments/who_is_eligible.html.

Summer Assistantships

- Contract dates for Summer I: May 10 – June 24; Summer II: June 25 – August 9
- Students in defending status during a summer term may remain on assistantship if they were on assistantship in the spring. However, their assistantship appointment must be terminated after they defend and submit their ETD, but no later than at the end of the summer term in which they defended (standard summer I end date is June 24; standard summer II end date is Aug 9).
- Students who hold an assistantship appointment in the summer may also work in wage positions if the assistantship department does not object. Additional wage employment in the summer may be undertaken until August 9. Combined assistantship and wages hours cannot exceed 40 hours per week.