

# Assistantship Management Bulletin

*A Publication of Virginia Tech Graduate Student Services*

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

**August 2019**

## Fall Assistantship Appointment Processing

- All Fall PAFs and Tuition Remission Awards should be entered as soon as possible.
- Fall Tuition Remission Funding can be entered any time after last day to add classes (Aug 30)
- If a student does not begin work in an assistantship and you have already entered the PAF, the PAF must be removed by Payroll by contacting Judy Reed 540-231-7589 or [reedjw@vt.edu](mailto:reedjw@vt.edu) or the HR Service Center (540-231-9331) or [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu). **Do not** JOBEND an assistantship if the student never showed up for work.

## Deadlines

- Enrollment in Comprehensive Fee payment plan ends **September 30, 2019**. You can direct students to payment plan information at [https://www.bursar.vt.edu/content/dam/bursar\\_vt\\_edu/docs/grad-comp-fee-payment-plan.pdf](https://www.bursar.vt.edu/content/dam/bursar_vt_edu/docs/grad-comp-fee-payment-plan.pdf).
- Health Insurance Enrollment ends **September 10, 2019** for coverage beginning August 1, 2019 and ending July 31, 2020.

## Resources

- Before you process I-9s for new graduate assistants, visit the website <https://www.controller.vt.edu/resources/payroll/onlinei9.html> to refresh yourself on I-9 requirements. For I-9 purposes, you should always record the first “physical date” of work, which is not necessarily the contract start date.
- Domestic students now have the ability to complete tax forms online through Hokie Team. International students will still need to complete paper forms.

## Reminder: Contract termination

If you need to delete a contract, please send an email to [gradcontracts@vt.edu](mailto:gradcontracts@vt.edu) and provide the following information: Contract #, Student’s name, detailed reason for terminating the contract. A contract cannot be deleted unless the student has already accepted it. If it is awaiting student response, then the student can reject it or it will sit in the queue until it expires.

## Reminder: Eligibility requirements for Assistantships

Please make sure your students comply with these requirements. Non-compliance will result in the termination of the student’s assistantship.

- Maintain at least a 3.0 grade point average (provisional students may be accepted with a GPA between 2.75 and 2.99). (hiring departments may seek exception on behalf of students with GPA below 3.0; see procedures for exceptions on our Funding webpage under Managing Graduate Assistantships <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html>)
- Satisfy enrollment requirements (12-18 hours per semester) during the academic year (fall and spring; summer enrollment is optional). Audit hours do not count toward the total number of hours;

research & dissertation hours are counted. Requests for exceptions must be sent to Dean Karen DePauw at [kpdepauw@vt.edu](mailto:kpdepauw@vt.edu). Please copy Sue Kass ([sjkass@vt.edu](mailto:sjkass@vt.edu)) on these requests.

- Graduate assistants who defend during the semester are expected to continue the assistantship until the end of the semester regardless of their defense and ETD submission date. Otherwise, they should not have an assistantship and you can pay them on wage if desired.
- 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.

### **NEW Calculation of Tuition Obligation for Assistantships Shorter Than a Semester**

Hiring departments must provide in-state tuition and mandatory E&G fees remission in proportion to the assistantship FTE for fall and spring semesters. The remission of in-state tuition and E&G fees will be calculated in four-week increments, with each quarter of tuition earned by the completion of four full weeks of work and full remission earned only if the student completes the assistantship (16 full weeks or more within the standard assistantship contract dates for the semester). Other benefits, such as health insurance subsidy and the waiver of the Out-of-State Tuition Differential, will be calculated based on eligibility requirements.

The table below details the tuition obligations for students and departments:

<b>NUMBER OF WEEKS WORKED IN THE SEMESTER WHEN ON ASSISTANTSHIP (between Aug 10-Dec 24 or Dec 25-May 9)</b>	<b>STUDENT OBLIGATION* of tuition, program, and E&amp;G fees</b>	<b>DEPARTMENT OBLIGATION** of tuition, program, and E&amp;G fees</b>
Less than four weeks (28 calendar days)	100%	0%
Four weeks through seven weeks and 6 days	75%	25%
Eight weeks through eleven weeks and 6 days	50%	50%
Twelve weeks through fifteen weeks and 6 days	25%	75%
Sixteen weeks or more (full semester)	0%	100%

The comprehensive and capital & equipment 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 of the tuition remission that is proportionate to the assistantship FTE

Students who start the semester late will still be awarded the appropriate tuition amount based on FTE unless they start later than Aug 28. Tuition should be prorated for students who work less than 16 weeks during the semester based on the chart above.