

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

January 2018

Final Payment Deadline

The Final payment deadline before Purge for the Spring Semester is **January 29, 2018**. Please remember to contact the Bursar's office with students that need to be protected from the Purge.

Spring Assistantship PAF entries

Spring Assistantship PAF entries must be completed and approved by **January 4, 2018** to ensure that student accounts are credited properly for the out-of-state waiver.

Tuition Remission Awards & Funding Deadlines

- Tuition Remission **Awards** (TZATRAW) for Spring Assistantships should be entered immediately. Late payment fees and holds for registered students billed on **December 15** will occur on **January 10**.
- Tuition Remission **Award Funding** (TZATRAF) should be done after the semester begins. Please do not fund awards until after the last day to add classes (January 22, 2018), but complete your funding entries no later than **5:00pm, May 9, 2018**.

Enrollment Deadlines

- Enrollment for health insurance: **December 18, 2017 - January 31, 2018**.
- Enrollment in comprehensive fee payment plan: **December 16, 2017 - February 15, 2018**.
- Students must be enrolled in 12-18 credits per semester and maintain a 3.0 GPA in order to be eligible for an assistantship. Enrollment deadline for Spring semester is **Monday, January 22**. For more details, go to the [Managing Assistantships page](#) of our website and click on Eligibility.

Upcoming New Contract Tool

- In early spring, the Graduate School is rolling out the new online contract creation and approval system that all departments will be required to use for creating new contracts. For more information on this tool and a link to it, please see [our webpage here](#).
- Continuing in January, we will conduct training sessions for all Graduate Program Coordinators and any other staff involved with the issuing of contracts. Please contact Sue Kass at sjkass@vt.edu if you are not yet signed up for a session and would like to attend.
- More information will be shared about roll-out dates and the retirement of the current contract-creation tool as details get finalized.

Early Termination Refund Policy

Should a student for any reason leave the assistantship appointment before the end of the contract, he/she may be responsible for a portion of the tuition. The table specifying the student's and department's tuition responsibility can be found on the student's contract and on the [Managing Assistantships page](#) of our website under Performance/Resignation/Termination.

Please share this bulletin with others who may not be included on this list. To be added to this Assistantship Management Group email list, please send a request to amg-g@vt.edu. A link to a printable pdf of this document can be found [here](#).