

# Assistantship Management Bulletin

*A Publication of Virginia Tech Graduate Student Services*

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

## June 2018

### Fall Assistantship Appointment Processing

Please enter your 2018-19 assistantship and fellowship PAFs as soon as possible. The early entry of appointments and corresponding tuition awards will ensure that the student can:

- Have the out-of-state differential waiver applied to the bill prior to the August 10<sup>th</sup> payment due date;
- Open subsidy link for those who purchase the student medical insurance;
- Sign up for the Comprehensive Fee Payment Plan prior to the first deduction.

### Deadlines

- Fall tuition billed to enrolled students on **July 15** by the Office of the University Bursar; Payment deadline **August 10**.
- Fall Tuition Remission Awards can be entered into TZATRAW in early July (preferably before July 15).
- Fall Tuition Remission Funding can be entered after the last day to add classes.
- Comprehensive Fee payment plan begins **July 16**.
- Graduate Program Coordinators should register new GTAs in the GTA Workshop by **August 5, 2018**. Go to <https://graduateschool.vt.edu/academics/courses-and-scheduling/graduate-school-courses/gta-workshop.html> for more information.
- Health Insurance Enrollment is **July 16 – September 10, 2018**.

### Resources

- An updated 2018-19 version of our Graduate Tuition and Fees Guide is attached to this email. This document is a reference tool for those responsible for assistantship management and not for circulation. For more detailed tuition and fee information, go to the Bursar's website at <https://www.bursar.vt.edu/students.html>.
- The 2018-19 Stipend Table can be found on the Graduate School website at: <https://graduateschool.vt.edu/funding/assistantship-stipend-tables.html>.
- Link to info for new GAs: We've updated the Information for New GAs sheet. Please feel free to use this resource as needed. It can be found on our website at <https://graduateschool.vt.edu/funding/assistantships.html>.

### Contract Tool Updates

- The ability to revive expired contracts has been added. In addition, the email address to which the contract has been sent can be viewed on screen.
- We are currently working on providing the ability to view all contracts in progress or completed within a department by any approved enterer in the department.
- Reminder: If you need to terminate 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.

- Reminder: The amount entered in the “Percent of In-State Tuition and Mandatory E&G Fees” box should be equal to or greater than the percent of FTE the student is working. For example, a student with a 50% (.5FTE) assistantship would receive a minimum of 50% of the in-state tuition. This percentage is reflected at the top of the contract.