

# Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

## June 2019

### Fall Assistantship Appointment Processing

- Please enter your 2019-20 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 12 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.
- TZATRAW will be open for tuition award entry on or about July 1. Please try to enter your tuition awards before July 10 so students can receive an accurate tuition bill.
- Departments that would like assistance from the Office of the University Bursar in posting tuition awards based upon contract information should contact [bursar@vt.edu](mailto:bursar@vt.edu) and put Tuition Remission in the subject line. Please provide your department name and the org codes you want to be posted. Contracts must be accepted by the student no later than July 10 for tuition awards to be applied to July 15 bill; contracts accepted after July 10 and no later than August 2 will be applied by the August 12 payment deadline. We encourage you to use this assistance to ensure more accurate billing.

### Deadlines

- Fall tuition billed to enrolled students on **July 15** by the Office of the University Bursar; Payment deadline **August 12**.
- Fall Tuition Remission Awards can be entered into TZATRAW in early July (preferably before July 10).
- Fall Tuition Remission Funding can be entered after the last day to add classes.
- Enrollment in the Comprehensive Fee payment plan opens July 16.
- Graduate Program Coordinators should register new GTAs in the GTA Workshop by **August 6, 2019**. Go to <https://graduateschool.vt.edu/academics/courses-and-scheduling/graduate-school-courses/gta-workshop.html> for more information.
- Health Insurance Enrollment is July 26 – September 10, 2019. Coverage begins August 1, 2019. Step-by-step instructions for enrolling will be found at <https://risk.controller.vt.edu/studentmedicalinsurance.html> once it is updated for 2019-2020.

### Resources

- Attached is a summary sheet for 2019-20 Tuition and fees. This sheet is a pared-down version of what has been distributed in the past, with the intention of providing the necessary information in an easier-to-read format.
- For detailed tuition and fee information, go to the Bursar's website at <https://www.bursar.vt.edu/students.html>.
- The 2019-20 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 GTAs: We've updated the Information for New GTAs sheet. Please feel free to use this resource as needed. It can be found on our website at <https://graduateschool.vt.edu/funding/types-of-funding/assistantships.html>.

- You can find the slideshow and a video of the recent Assistantship Management Training held on June 25 at: <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html> on the right hand side of the page.

### **Contract Tool Reminders**

- 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.
- 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.
- Beginning in fiscal year 2019-20, tuition remission benefits will be prorated to align with the portion of the semester completed on assistantship. A table detailing this proration can be found at <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html>. Contracts that have been issued with the old formula of prorating tuition responsibility will be grandfathered in for the 2019-20 academic year.