

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

November 2017

Fall Assistantships

- The standard 4.5-month Fall contract ends on December 24.
- If the student's contract is to be extended into the Spring 2018 semester, issue a new contract and update the existing PAF. Standard 4.5-month Spring contracts begin on December 25.
- If a student was issued a 9-month contract and is leaving early at the end of the Fall 2017 semester, terminate the assistantship with a date of December 24.
- All fall tuition remission awards must be funded by December 24.

Upcoming New Contract Tool

In early spring, the Graduate School will be rolling out a new online contract creation and approval system that all departments will be required to use for creating new contracts. Beginning in December, we will conduct training sessions for all Graduate Program Coordinators and any other staff involved with the issuing of contracts. More information will be shared about roll-out dates and the retirement of the current contract-creation tool as details get finalized.

One Hour Co-op Registration

Graduate students registered for co-op must pay a special one-credit-hour rate. Out-of-state co-op students are not eligible for the waiver of the out-of-state tuition during fall and spring terms. However, they are eligible for a waiver for summer co-op if they held an assistantship during the academic year or in the spring and earned over \$4,000.

Graduate School-Administered Fellowships

The Graduate School is *not* accepting faculty nominations for the Cunningham Doctoral Assistantship beginning in the 2018-19 academic year. The 2018-19 nomination cycle has been suspended due to a combination of limited endowment income and successful recruitment efforts. This does *not* impact current Cunningham Doctoral Assistantship recipients.

Reminders

Contracts for Spring Semester: All contracts for spring semester should be issued as soon as possible. When issuing Spring 2018 contracts, use a start date of December 25 and an end date of May 9.

Tuition Remission for Spring Semester: Be sure to use the roll indicator where applicable on the tuition remission award screen (TZATRAW) to replicate the fall award for the spring semester for eligible students. Entering spring awards early assists the Bursar's Office with proper billing and enables the Financial Aid office to calculate financial aid eligibility correctly.

2017-18 Tuition and Fees: The Bursar's office posts the official tuition and fee rates. Please visit bursar.vt.edu to view an itemized list of tuition and fees.

2017-18 Assistantship Stipend Table: The 2017-18 Assistantship Stipend Table can be found [here](#). Please do not forget to use these stipend rates for Spring and Summer I and II sessions.

2017-18 Graduate Tuition Funding Deadlines

University tuition funds that start with 999xxx, 998xxx or 997xxx must be used by May 10, 2018. The Graduate School will recover any remaining funds on May 11, 2018. Questions about fund balances should be directed to Will Walton, Director of Finance and Administration (wwalt00@vt.edu; 231-6550). Other tuition resources can be used to fund awards until the end of May when tuition remission screens close for FY2017-18.