Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services
Website: https://graduateschool.vt.edu/funding.html

November 2018

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 2019 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 2018 semester, terminate the assistantship with a date of December 24.
- Departments are encouraged to fund fall tuition awards by Dec 21.

Contract Tool Updates

A listserv announcement was recently sent regarding new enhancements to the Graduate Contract system: (1) changing contract type and (2) importing from a spreadsheet to create multiple contracts. The contents of this email can be found on the webpage with past AMG Bulletins at https://graduateschool.vt.edu/funding/funding-information-for-departments/assistantship-management-bulletin.html. Directions for using these new enhancements have been incorporated into the Contract System Training Manual. Please contact Sue Kass at sjkass@vt.edu if you would like small-group or one-on-one training on the new spreadsheet import process.

Graduate School-Administered Fellowships

The Graduate School is accepting faculty nominations for the Cunningham Doctoral Assistantship beginning in the **2019-20** academic year.

Reminders

Contracts for Spring Semester: All contracts for spring semester should be issued as soon as possible. When issuing Spring 2019 contracts, use a start date of December 25 and an end date of May 9.
Tuition Remission for Spring Semester: 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.
2018-19 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.
2018-19 Assistantship Stipend Table: The 2018-19 Assistantship Stipend Table can be found here.
Please do not forget to use these stipend rates for Spring and Summer I and II sessions.

2018-19 Graduate Tuition Funding Deadlines

University tuition funds that start with 999xxx, 998xxx or 997xxx must be used by **May 10, 2019**. The Graduate School will recover any remaining funds on **May 11, 2019.** 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 FY2018-19.