

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

January 2019

Final Payment Deadline

The Final payment deadline for the Spring Semester is **January 29, 2019**. The scheduled purge date is February 5, 2019. Students and departments have until 11:59pm on February 4 to make sure records are correct. Contact the Bursar's office with students that need to be protected from having their account purged.

Spring Assistantship PAF entries

All contracts for spring semester should be issued as soon as possible using the dates of 12/25/2018 05/09/2019. Departments are encouraged to enter PAF entries by the first day of classes 1/22/19.

Tuition Remission Awards & Funding Deadlines

- Tuition Remission **Award entries** (TZATRAW) for Spring assistantships should be entered by the last day to add classes (January 28, 2019).
- 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 28, 2019), but complete your funding entries no later than **5:00pm, May 10, 2019**.

Enrollment Deadlines

- Deadline for health insurance enrollment for new students: **January 31, 2019**.
- Deadline for enrollment in comprehensive fee payment plan: **February 15, 2019**.
- Students must be enrolled in 12-18 credits per semester and maintain a 3.0 GPA in order to be eligible for an assistantship. The last day to add classes is January 28, 2019. For more details, go to the [Managing Assistantships page](#) of our website and click on Eligibility.

Funding Sponsored by the Graduate School

The Graduate School is accepting faculty nominations for the Cunningham Doctoral Assistantships for the 2019-20 academic year. First review completed by February 1 with 50% of the recipients selected and the final review completed by March 1 for remaining recipients.

Contract System Updates and Reminders

- Several new enhancements have been added to the contract system over the past few months. If you would like training on the system, please email amg-g@vt.edu and we would be glad to schedule a time to meet with you.
- In the case of a deletion/termination, an email should be sent to gradcontracts@vt.edu with the contract #, student's name, effective termination date, and reason for termination
- Contract deletion/termination clarification:
 - Reasons for deletion: Student does not start the assistantship; PAF and award are removed from the system
 - Reasons for termination: Student has begun the assistantship and one of the following occurs:
 - Change in department/split funding
 - Change in contract type (GRA, GTA, GA)

- Change in start and/or end dates
- Change in tuition award
- Student is no longer eligible for assistantship (GPA below 3.0; less than 12 credit hours; change to non-degree status; documented performance problems)
- Currently, a contract does not need to be terminated if a student leaves the university or does not enroll for the contract time period, but you must update/terminate the PAF. In addition, if there is a change in stipend during the time of the contract, this change can be documented by email and kept in department files but the PAF must be updated.
- Contract termination does not end the stipend or tuition award. You still must update/terminate the PAF and delete the award on TZATRAW, if necessary.

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](#).

Website updates

We have changed some of the links on the Funding pages of the Graduate School website. Make sure to check your links to our pages and update them, if necessary.