

# Assistantship Management Bulletin

*A Publication of Virginia Tech Graduate Student Services*

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

**Aug 2020**

## **Campus Affiliation in Graduate Contract System**

The Graduate Contract System displays the student's campus affiliation (based on their program definition and enrollment) at the time when you are creating the contract. Upon contract creation, the system defaults to the same location to indicate the campus for which the contract is issued. You may override the campus location if necessary. As you issue contracts, please make sure that the correct campus location shows on the contract according to the intent of the department. If you previously issued contracts with a discrepancy between the campus location on the contract and your intent, you do not need to terminate and reissue the contract as long as the department and the student have the same understanding of what is funded and where is the student expected to be.

## **Tuition Billing Update and Change in Comprehensive Fee Waiver Process**

To align tuition and fee assessment with student program type, the Office of the University Bursar will charge on-campus rates to graduate students in Blacksburg campus programs who are enrolled virtually for fall 2020. As these changes are applied to students' accounts, tuition bills will be corrected.

Also, in recognition of students living and studying away from the Blacksburg campus, the Bursar's Office introduced a new process by which comprehensive fees may be reduced for students enrolled in an all virtual schedule or who have only research hours/ independent study hours not located on campus. Students must certify that they will reside more than 50 miles from the Blacksburg campus for the entire semester. More information can be found on the Bursar [website](#). To be considered, this form must be submitted by the last day to add courses each semester.

## **Residency Status of Students on Assistantship**

Although students classified as out-of-state residents receive a waiver of the out-of-state portion of their tuition if they meeting earning requirements on an assistantship, the Commonwealth Facility and Equipment fee cannot be waived. Encourage your students to review their account on HokieSPA, and [apply for in-state residency](#) if they meet all eligibility requirements. This can save them \$302/semester.

## **Deadlines**

- Fall Tuition Remission Awards should be entered into TZATRAW as soon as possible.

- Fall Tuition Remission Funding can be entered after the last day to add classes (August 28).
- Enrollment in the Comprehensive Fee payment plan opened **July 16** and will close on September 29, 2020.
- Graduate Program Coordinators should [register new GTAs](#) in the [GTA Workshop](#) by **August 14, 2020**.
- [Health insurance open enrollment](#) is **July 24 – September 9, 2020**. Coverage begins August 1, 2020.

### Resources

- Please see the condensed tuition funding information for [2020-21 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, please visit the [Office of University Bursar's website](#).  
[https://www.bursar.vt.edu/content/dam/bursar\\_vt\\_edu/tuition/2020-2021tuitionfees.pdf](https://www.bursar.vt.edu/content/dam/bursar_vt_edu/tuition/2020-2021tuitionfees.pdf)
- The [2020-21 Stipend Table](#) can be found on the [Graduate Student Funding Guide](#).  
[https://graduateschool.vt.edu/content/dam/graduateschool\\_vt\\_edu/assistantships\\_and\\_funding/2020-21StipendTable.pdf](https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/assistantships_and_funding/2020-21StipendTable.pdf)
- For Graduate Assistantship allocations managed through the Graduate School, please promptly submit a [Graduate Student Funding Request](#).
- For Graduate School finance questions, please email [gradfinance@vt.edu](mailto:gradfinance@vt.edu).

### Contract Tool Reminders

- If you need to terminate a contract, please complete a [Contract Termination request form](#). You must log into the Google site with VT credentials.
- If you have a question or concern about assistantship contracts, email to [gradcontracts@vt.edu](mailto:gradcontracts@vt.edu).
- When creating a contract, the amount entered in the “Percent of In-State Tuition and Mandatory E&G Fees” box should be **equal** to the percent of FTE the student is working. For example, a student with a 50% (.5FTE) assistantship would receive 50% of the in-state tuition. This percentage is reflected at the top of the contract.
- Program fees are part of the Mandatory E&G Fees. **They are not entered as Other Fees; they are covered as part of the In-State Tuition percentage on the contract.**
- Tuition remission benefits are prorated to align with the portion of the semester completed on assistantship. Refer to our [table for prorated tuition responsibility](#) for assistantships starting late or terminated early.
- Review [Policy 6210: Management of Graduate Assistantships and Tuition Remission](#) for more detailed information.