Assistantship Management Bulletin

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

January 2020

Final Payment Deadline

Supplemental bills will be generated on January 28. Final payment deadline for the Spring Semester is **February 3, 2020.** The scheduled purge date is **February 4, 2020**. Students and departments have until 11:59pm on February 3 to make sure records are correct. Notify gradcontracts@vt.edu of any outstanding issues that could result in negative impact to student.

Spring Assistantship PAF entries

All contracts for spring semester should be issued as soon as possible using the dates of 12/25/2019 - 05/09/2020. Departments are encouraged to enter PAF entries by the first day of classes 1/21/2020. Failure to record PAF timely can impact student's access to benefits, including health insurance and payment plans.

Tuition Remission Awards & Funding Deadlines

- Tuition Remission **Award entries** (TZATR**AW**) for Spring assistantships should be entered by the last day to add classes (January 27, 2020).
- Tuition Remission **Award Funding** (TZATR**AF**) should be done after the semester begins. Please do not fund awards until after the last day to add classes (January 27, 2020).

Enrollment Deadlines

- Deadline for enrollment in comprehensive fee payment plan: **February 13, 2020**.
- 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 27, 2020. For more details, go to the Managing Assistantships page of our website and click on Eligibility.

Contract System Updates and Reminders

- If you are a new user and would like training on the contract system, please email amg-g@vt.edu and we would be glad to schedule a time to meet with you.
- Currently, contract termination does not end the stipend or tuition award. Along with contract termination, you still must update/terminate the PAF and delete or adjust 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, or have a delayed start to the contract, they 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 note the columns to the right of the table. We have provided the dates for Spring 2020 for each period of weeks worked so you can easily calculate the student's correct tuition award. You must update the student's tuition award in TZATRAW if an adjustment is necessary.

SPRING 2020

NUMBER OF WEEKS WORKED IN THE SEMESTER WHEN ON ASSISTANTSHIP	STUDENT OBLIGATION of tuition, program, and E&G fees	DEPARTMENT OBLIGATION of tuition, program, and E&G fees	Dates for Early Termination with Standard Start date of 12/25/19	Dates for Delayed start with Standard end date of 5/9/2020
Less than four weeks (less than 28 calendar days)	100%	0%	Termination date before 1/21	
Four weeks through seven weeks and 6 days	75%	25%	Termination date 1/21 - 2/17	Start date 3/16 - 4/12
Eight weeks through eleven weeks and 6 days	50%	50%	Termination date 2/18 - 3/16	Start date 2/17 - 3/15
Twelve weeks through fifteen weeks and 6 days	25%	75%	Termination date 3/17 - 4/13	Start date 1/20 - 2/16
Sixteen weeks or more (full semester)	0%	100%	Termination date on or after 4/14	Start date on or before 1/19

For example, if Student A's assistantship started on 12/25/19 and they terminate on February 23, the student would be responsible for 50% of the tuition. If Student B starts their assistantship on January 27, they would be responsible for 25% of their tuition.

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.

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.