

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

July 2020

Fall Assistantship Appointment Processing

- Please enter your 2020-21 assistantship and fellowship PAFs as soon as possible. The early entry of appointments and corresponding tuition awards will ensure that the student can:
 - Have the out-of-state differential waiver applied to the bill prior to the **August 10** payment due date;
 - Open subsidy link for those who purchase the student medical insurance;
 - Sign up for the Comprehensive Fee Payment Plan prior to the first deduction.
- TZATRAW is now open. Please try to enter your tuition awards before **July 15** so students can receive an accurate tuition bill.
- **Departments that would like assistance from the Office of the University Bursar in posting tuition awards based upon contract information should contact bursar@vt.edu and put Tuition Remission in the subject line. Please provide your department name and the org codes you want posted. Contracts must be accepted by the student no later than July 10 for tuition awards to be applied to July 15 bill; contracts accepted after July 10 and no later than August 3 will be applied by the August 10 payment deadline. We encourage you to use this assistance to ensure more accurate billing.**

Deadlines

- Fall tuition billed to enrolled students on **July 15** by the Office of the University Bursar; Payment deadline **August 10**.
- Fall Tuition Remission Awards can be entered into TZATRAW in early July (preferably before **July 10**).
- Fall Tuition Remission Funding can be entered after the last day to add classes (August 28).
- Enrollment in the Comprehensive Fee payment plan opens **July 16**.
- 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
- 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
- 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.

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.
- 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. A table detailing this proration can be found at <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html> under Performance/Resignation/Termination.
- Review [Policy 6210: Management of Graduate Assistantships and Tuition Remission](#) for more detailed information.