

# Assistantship Management Bulletin

*A Publication of Virginia Tech Graduate Student Services*

## Website:

<https://graduateschool.vt.edu/funding/funding-information-for-departments/assistantship-management-bulletin.html>  
<https://sites.google.com/vt.edu/gradschoolresources/home>

## March 2021

### Contract System Updates

A new "Submit to PAF" feature is live in the Graduate Contract System for accepted contracts. This functionality allows departments to enter a PAF by routing information directly from the approved graduate contract to Banner HR, creating the graduate assistantship job appointment (PAF) through an automated process.

- When using the Submit to PAF feature, departments will no longer need to manually enter a PAF in Banner. **However, the manual PAF entry feature in Banner will remain available for the time being.** A decision will be made at a later date about removing the manual entry option.
- Exception appointments (GEXHIR and GEXJOB in cases of low GPA and/or BS/MS student status) that require approval by the Graduate School are not eligible for the automated Submit to PAF function and will still require manual PAF entry in Banner.
- For detailed guidance see the [Graduate Student Assistantship Management & Funding Guide- Submit to PAF](#). You must be logged in with your VT Google credentials to access this site.

### Tuition Remission and Funding Deadlines

- Outstanding summer 2020, fall 2020, and spring 2021 tuition awards must be funded by **May 9th**.
- Summer 2021 tuition remission entry opens towards the end of May. Funding entries will need to be completed using FY2021-22 resources for these.

### 2021-22 Graduate Assistant Compensation Plan & Health Insurance

- The BOV will approve the 2021-22 Graduate Assistant Compensation Plan at its March meeting. We will share the approved stipend table and health insurance subsidy information as soon as it is finalized.
- The 2021-22 tuition tables will be posted by the Bursar's Office after the BOV meeting. You can check the Bursar's website for updates at [www.bursar.vt.edu](http://www.bursar.vt.edu).

### Calculating Tuition Obligation for 2021-22

- The Contract 1 tuition award for assistantships is equal to [in-state tuition + technology fee + library fee + program fee (dependent on admission date) x FTE]. If you are unsure of program fee guidelines for a specific department, please refer to the Bursar's tuition rate pages. Contract 2 should not be used to award program fees; it is for optional fee payment such as comprehensive fees & CFE fees.

### Policy Reminders

- Out-of-state (OOS) tuition differentials are waived for graduate assistants who earn more than \$4,000 during the academic year (\$2,000 per semester) while on assistantship stipend. The student must be on an assistantship contract in order to receive this waiver. To receive a summer OOS waiver students must have

been on a 9- or 12-month assistantship and earned at \$2,000 per semester or a spring-only assistantship and earned at least \$4,000 between August 10 and May 9.

- Students on spring contracts must be enrolled in a minimum of 12 hours for the spring semester.
- Graduate assistants who defend during the semester are expected to continue the assistantship until the end of the spring semester regardless of their defense and ETD submission date.

### **Summer Assistantships**

- Contract dates for Summer I: May 10 – June 24; Summer II: June 25 – August 9
- Students in defending status during summer may remain on assistantship if they were on assistantship in the spring. However, their assistantship appointment must be terminated no later than at the end of the standard summer contract end date of Aug 9).
- Students who hold an assistantship appointment in the summer may also work in wage positions. Combined assistantship and wage hours cannot exceed 40 hours per week.

Should you have questions or need additional assistance, please email [gradcontracts@vt.edu](mailto:gradcontracts@vt.edu).