

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

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

November 2019

Fall Assistantships

- The standard 4.5-month Fall 2019 contract ends on December 24.
- If the student's contract is to be extended into the Spring 2020 semester, issue a new contract and update the existing PAF. Standard 4.5-month Spring contracts begin on December 25, 2019 and end May 9, 2020.
- If a student was issued a 9-month or full year contract and is leaving early at the end of the Fall 2019 semester, terminate the assistantship with a date of December 24.
- Departments are encouraged to fund fall tuition awards by Dec 21.

Graduate Contract Updates

- Graduate Contract language has been updated to reflect any changes in Graduate Assistantship Policy.
- Effective Fall 2019, the amount entered in the "Percent of In-State Tuition and Mandatory E&G Fees" box **must be equal to** the percent of FTE the student is working. For example, a student with a 50% (.5FTE) assistantship would receive an award equal to 50% of the in-state tuition.
- **NEW "SUBMIT TO PAF" FEATURE PILOT PERIOD**
As you may be aware, we have been working on a way to integrate the PAF submission process in Banner with our contract system. Although we are not ready to fully integrate with Banner at this time, we have developed a process for submitting information from the contract system into Banner's NOAEPAF. We are almost ready to pilot this "Submit to PAF" process. During the pilot period, we will look to you to provide us feedback as we continue to develop and improve the procedures. The "Submit to PAF" feature will use the fund numbers from the contract to create the PAFs in Banner. Any changes to funding will need to be changed by the department in Banner prior to the funding deadline. We are confident that the new process will help to streamline the entry of new assistantships. We will notify you as soon as this new feature is available and provide you with detailed instructions.

Spring Assistantships

- Please enter your 2019-20 assistantship and fellowship PAFs and corresponding tuition awards prior to December 15, 2019. The early entry of appointments and tuition awards reduces the number of questions and ensures students can:
 - Have the out-of-state differential waiver applied to the bill prior to the spring bill;
 - Open subsidy link for those who purchase the student medical insurance;
 - Sign up for the Comprehensive Fee Payment Plan prior to the first deduction.
- All contracts for spring semester should be issued as soon as possible. When issuing Spring 2020 contracts, use a start date of December 25 and an end date of May 9.
- **Tuition Remission for Spring Semester:** Use the roll indicator where applicable on the tuition remission award screen (TZATRAW) to replicate the fall award for the spring semester for eligible students. Entering spring awards early assists the Bursar's Office with proper billing and enables the Financial Aid office to calculate financial aid eligibility correctly.
- The Office of the University Bursar will be **loading tuition awards** for the spring semester upon request from departments. Send an email to bursar@vt.edu with "Tuition Remission Load" in the subject line, in the body of the email include your department name and awarding org numbers you

wish to post. Contracts must be accepted by the student no later than December 13 for tuition awards to be applied to December 17 bill. The Bursar's office will continue to accept requests for tuition award loads until January 10.

- **2019-20 Tuition and Fees:** The Bursar's office posts the official tuition and fee rates. Please visit bursar.vt.edu to view an itemized list of tuition and fees. You can also find the Summary Table prepared by the Graduate School on our website at <https://graduateschool.vt.edu/funding/funding-information-for-departments/managing-graduate-assistantships.html>. The 2019-20 Assistantship Stipend Table can be found there. Please do not forget to use these stipend rates for Spring and Summer I and II sessions.

2019-20 Graduate Tuition Funding Deadlines

University tuition funds that start with 999xxx, 998xxx or 997xxx must be used by **May 10, 2020**. The Graduate School will recover any remaining funds on **May 11, 2020**. Questions about fund balances should be directed to Emilee Hillman, Director of Finance and Administration (emilee@vt.edu; 231-6550). Other tuition resources can be used to fund awards until the end of May when tuition remission screens close for FY2019-20.