

CONTRACT PERIOD: 25-Dec-2019 to 09-May-2020
AWARDING DEPT/UNIT: Graduate School - Dean's Office
CONTRACT TYPE: Graduate Assistantship
CAMPUS LOCATION: Blacksburg
MONTHLY PAY: \$1,970.00

IN-STATE TUITION: 100%
COMPREHENSIVE FEES: 0%
CFE FEES: 0%
OTHER FEES: \$0.00

This appointment is for 20 hours a week, which is equivalent to 100% of full-time graduate employment. Your assistantship supervisor is Joanna Smith.

Special Conditions: Check with your supervisor regarding your work schedule over University holidays. Check with supervisor regarding hours and exact work location.

Details of Appointment: You will be paid semi-monthly. As with any professional appointment, work-time may vary from week to week. Specific assignment of duties will be made at a later date. University policy requires you to receive payment via Direct Deposit.

Evaluation/Contingencies: This appointment is contingent upon satisfactory performance of assigned duties and continued academic and employment eligibility.

Tuition: For the duration of this assistantship (except in summer and winter), you will receive a tuition scholarship for the in-state tuition, program fee, technology fee, and library fee, in an amount that is proportional to the assistantship appointment. This benefit is not extended to professional/executive fees. Students who are paid more than the threshold amount set annually by the Graduate School may need to pay their tuition and technology and library fees from their assistantship stipends, which should be stated under Special Conditions.

Out-of-State Fee Waiver: Non-resident tuition differential is waived under the following conditions: Fall: earn at least \$2000 on assistantship stipend; Spring: earn at least \$2000 on assistantship stipend; Winter: earn at least \$4000 on assistantship stipend in fall; Summer: earn at least \$4000 in fall and spring or in spring. For Level 46 accelerated undergraduate/graduate degree students the out-of-state fee differential cannot be waived.

Comprehensive/CFE/Other Fees: You will be responsible for all fees not covered by this contract. Check bursar.vt.edu for fee amounts.

Taxes: Federal and state taxes, if applicable, will be withheld from your semi-monthly stipend check.

Medical Insurance Benefits: Students who maintain 50-100% assistantship appointments and who purchase the university-sponsored health care plan are eligible to receive a contribution towards their health insurance premiums. Visit <https://graduateschool.vt.edu/funding/assistantships/benefits.html> for more information.

Additional Employment: Full-time graduate assistants are not prohibited from seeking additional employment (restrictions may apply to international students). Consult with your academic advisor and assistantship supervisor, and notify the Graduate School of any additional employment agreements. For details refer to the Graduate Catalog.

Termination of Contract: Changes to any of the terms stated above requires issuance of a new contract. If for any reason you leave the assistantship appointment before the end of this contract, refer to University Policy No.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Department Head or Designee: Tara Carter Date: 26-Nov-2019

Student: James Roberts Date: 28-Nov-2019

Accept Decline assistantship offer. Offers not accepted by 26-Dec-2019 are no longer valid.

6210 for tuition responsibility. You must inform your department and the Graduate School in writing about terminating the assistantship prior to the contract ending date. This contract requires you to maintain your eligibility for appointment as described in the following sections.

Assistantship Appointment Eligibility

To be eligible for an assistantship, graduate students must:

- Maintain at least a 3.0 grade point average.
- Be enrolled for 12-18 credit hours for the duration of the semester during the academic year.
- Make satisfactory progress toward the degree as defined by academic department and Graduate School.
- Meet the requirements to be eligible for employment in the U.S.

Selective Service Registration for All Males

An amendment to the Code of Virginia requires selective service compliance as a condition for employment. Newly hired male students must complete the *Selective Service Registration Questionnaire* before they can start work. Prospective employees who indicate on the form that they were required to register but did not register, must present verification from the Selective Service System to Personnel Services indicating the requirement is terminated or inactive before they can be hired.

If You Have Applied for Federal Financial Aid Assistance

Notify the Office of Scholarships and Financial Aid as soon as you are aware that you will receive a tuition or out-of-state fee waiver. These additional awards must be calculated in your total financial aid package and may result in the reduction of your total loan amount for that year.

Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

"Acceptance of this offer of financial support for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer."

Virginia Tech supports the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants.

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