

POLICY ON GRADUATE ASSISTANTSHIPS

TO: Deans, Directors of Graduate Studies, and Department Chairs

FROM: Marsha Read, Associate Dean, Graduate School

SUBJECT: Assistantship Policies Fall 09 **Spring 2010 tuition may differ due to budget. When finalized we will email with the information. Cost per grad level credit- \$224.75**

The university receives allocations from the legislature to support a certain number of graduate assistantships and the grant-in-aid and insurance that is provided as part of the assistantship. The monies reserved for both the assistantship itself and the grant-in-aid and the insurance are based on the number of full-time assistantships. However, because the needs vary from department to department, some departments split the assistantships. However, the monies for the grant-in-aid and insurance have not always been split accordingly. **Consequently, the following are the institutional and student responsibilities on an assistantship that is 20-hour, 15-hour, and 10-hour. Please note these are the only increments for splitting an assistantship. No exceptions will be entertained.**

For State Funded Assistantships

For a student on a 20-hour assistantship, the insurance and the grant-in-aid portion are paid for out of a central pool. If the assistantship is less than a 20-hour (15 or 10 hours per week), the student's out-of-pocket expenses for the insurance and the grant-in-aid provided by the assistantship would be:

	20-hour Assistantship	15-hour Assistantship	10-hour Assistantship
Student Stipend	\$1400	\$1050	\$700
Insurance covered by central pool	\$1720	\$1290	\$860
State pays per credit	\$151.12	\$113.34	\$75.56
Student pays for Insurance	0	\$430	\$860
Student pays per credit	\$56.63	\$98.66	\$140.69

For Grant Funded Assistantships

For a student on a 20-hour assistantship, the insurance and the grant-in-aid portions are to be paid from the grant. If the assistantship is less than a 20-hour (15 or 10 hours per week), the student's out-of-pocket expenses for the insurance and the grant-in-aid provided by the assistantship would be:

	20-hour Assistantship	15-hour Assistantship	10-hour Assistantship
Student Stipend	\$1400	\$1050	\$700
Dept pays for Insurance	\$1720	\$1290	\$860
Dept pays per credit	\$151.12	\$113.34	\$75.56
Student pays for Insurance	0	\$430	\$860
Student pays per credit	\$56.63	\$98.66	\$140.69

It will be important to provide the student with the above information in your assistantship offer letters. If you have any questions, please contact me. **Insurance premiums reflect Aug to Aug coverage**

*Insurance and Tuition Breakdown
Department portion and Student portion*

PLEASE FORWARD INFO TO ALL THAT SPRING 2010 TUITION COST
MAY CHANGE DUE TO THE BUDGET.

TUITION COST PER GRAD LEVEL CREDIT \$224.75

20HR

Assistantship

Dept pays-Insurance
\$1720.00

Dept pays-Tuition
\$151.12 (\$17.00 waived)

Student pays-Insurance
\$00.00

Student pays-Tuition
\$56.63

15HR

Assistantship

Dept pays-Insurance
\$1290.00

Dept pays-Tuition
\$ 113.34 (\$12.75 waived)

Student pays-Insurance
\$430.00

Student pays-Tuition
\$98.66

10HR

Assistantship

Dept pays-insurance
\$860.00

Dept pays-Tuition
\$75.56 (\$8.50 waived)

Student pays-Insurance
\$860.00

Student pays-Tuition
\$140.69

Fall 09-Spring2010 Annual Insurance Premium is \$1720.00 for August to August Coverage.

Fall \$740.00 Spring/Summer \$980.00 Summer \$325.00

Spring \$655.00 May Graduates ONLY

New GIA (Grant in Aid)/Fee Waivers procedures start for Fall 2008 Graduate Assistantships

The Graduate School and the Cashier's office are instituting some changes as to how GIA (Grant in Aid)/Fee Waivers will be handled and processed. The following information details what the changes are and how they will affect your offices and students. We feel that these changes make processing GIA (Grant in Aid)/Fee Waivers easier on everyone and will minimize processing errors.

New Procedures for GIA (Grant in Aid)/Fee Waivers:

A. Fees Waivers to Accompany Terms of Employment

By definition, a graduate assistantship includes a GIA (Grant in Aid)/Fee Waivers as an employment benefit. Therefore; every graduate assistantship PAF must be accompanied by not only the Terms of Employment, but the GIA/Fee Waiver form. The only exception is if your stipend account is state funds 1101 or 1104. State funded 1101 and 1104 GIA/Fee Waivers are for GRADUATE level credits only.

The maximum credits that will be supported on state funds will be twelve (12) graduate credits. **Students enrolling in more than 12 credits on state support GIA/Fee Waivers will be required to pay the full per credit cost of the additional (above 12 credits) credits.**

Student must be enrolled in minimum of six (6) graduate level credits, maximum twelve (12) **graduate level** credits.

Departments not on state funds (1101 and 1104) are obligated to pay for a minimum of six (6) graduate level credits and health insurance.

The only Assistantship options are 10hrs per week 25%FTE, 15hrs per week 37.50% FTE, and 20hrs per week 50% FTE.

The Terms of Employment form on the graduate school website will have, in the remarks section, "The Addendum attached hereto is hereby incorporated in this contract".

The Addendum will also be located on the graduate school website. The Addendum must also be completed and signed by student and recommending authority, and **must** accompany the Terms of Employment. All forms (PAF, terms, and addendum, and fee wavier) submitted to the graduate school **must have all required signatures to be processed**

B. Eliminating the need for Students to Pick up GIA/Fee Waivers

The students will no longer need to pick up GIA/Fee Waivers and submit it to the cashiers. Instead, starting July 1st, 2008 all GIA/Fee Waivers will be delivered to cashiers by the Graduate School after being checked for all appropriate information and accuracy. The Cashiers office will no longer accept any graduate assistant GIA/Fee Waivers except those sent directly from the Graduate School. If a department representative or a student presents a Graduate Assistantship GIA/Fee Waiver to the cashier's office, the department representative or student will be sent to the Graduate School.

C. Changes in Accounts and subsequent impact on GIA/Fee Waivers

If you **change accounts** (1101 or 1104) to any other account on or before **October 15th** for Fall or on or before March 15th for Spring the following procedure will be applied:

- **The initial account submitted will be refunded 100% of all tuition and insurance that was paid.**
- **The new account submitted will be charged 100% of all tuition and insurance that should be paid.**

If you **change accounts** (1101 or 1104) to any other account **after October 15th** for Fall or after March 15th for Spring the following procedure will be applied:

- **The initial account submitted will be refunded 50% of all tuition and insurance that was paid.**
- **The new account submitted will be charged 50% of all tuition and insurance that should be paid.**

With account changes a new GIA/Fee Waiver clearly stating **REPLACEMENT** GIA/Fee Waiver, must accompany Terms of Employment, unless replacement account is 1101 or 1104.

D. To Avoid Late fees:

To avoid any late fees, etc., Departments need to inform all their graduate students who will be on an assistantship, not to wait for a GIA/Fee Waiver but to go ahead and pay their portion of tuition, mandatory fees, and insurance. When the GIA/Fee Waiver is processed by the cashier's office it will adjust the students account balance which will be reflected on E-paws.

It is the student's responsibility to check E-Paws to confirm that the account balance has been adjusted accordingly. **If the student receives a bill, DO NOT IGNORE IT, CALL THE CASHIERS OFFICE ASAP.**

QUICK SUMMARY

Graduate Assistantship GIA/Fee Waiver forms are only to be used for **GRADUATE STUDENTS WITH ASSISTANTSHIPS.**

Due to the new procedure the GIA/Fee Waivers and the new Addendum are **required** to accompany the PAF and Terms of Employment. These forms will be added to New Hire check List.

The cashier's office will no longer accept GIA/Fee Waivers from anyone other than the Graduate School. If a department wants to pay fees for a student not on an assistantship the cashiers will require an IPO. Any question please contact cashiers @ 784-6915.

Those contracts that followed the old procedures and have either been processed, have arrived at the graduate school, or are already going through signature routing will be accepted (will not be required to resubmit paperwork). Department administrators will be contacted if something is needed.

If you have already sent documents to graduate school for the fall semester and the department is responsible for filling out GIA/Fee Waivers, please complete the revised GIA/Fee Waiver form. The Student must check one preference box and sign. Forward to the graduate school, do not give to student to take to cashiers. The graduate school will deliver after it has been processed.

Thank you for your cooperation-The Graduate School and The Cashiers Office