

Name Address

Date

Dear Name:

The <department/unit> is pleased to offer you a Full-time Graduate Assistantship with administrative duties beginning <month, year>. This is a < 12-month or 9-month> appointment requiring you to work <number of hours per week>. Your annual pay will be <\$\$\$\$> per <month or hour> and will start upon completion of processing your new hire paperwork. Your compensation also covers the cost of your tuition and student fees up to X credit hours per semester <that meet degree program requirements>. Domestic students are required to submit a FAFSA each year to receive a tuition benefit. <https://studentaid.gov/h/apply-for-aid/fafsa>

As a benefit associated with your employment as a Full-time Graduate Assistant for Teaching, you are eligible for the student health insurance plan and will be automatically enrolled in this plan. For information about the plan, please visit <https://www.studentinsurance.com/Client/2268>.

If you do not wish to receive health insurance and have alternative coverage, you can waive coverage by logging into the Wellfleet system. Choose "Waive" and upload a copy of your alternative coverage. This must be done during the open enrollment period. More information will be sent to you once you have been enrolled.

The cost of the insurance premium will be paid for by the University of Memphis. Spring coverage dates include summer coverage. Although the premium is fully covered, you will be required to pay a one-time enrollment fee of \$230, which will be deducted from your first University of Memphis paycheck. More information can be found here: [https://www.memphis.edu/gradschool/current\\_students/graduate\\_assistantship\\_health\\_benefits.php](https://www.memphis.edu/gradschool/current_students/graduate_assistantship_health_benefits.php)

(With tuition, fees, stipend, and health insurance benefits, your total yearly compensation will be:) *Units/departments are urged to provide a total compensation package here that documents the substantial financial investment in the student that the University is making. Graduate assistants often do not know the cost of tuition and fees. Importantly, departments/units should specify the UNIVERSITY cost of tuition and fees. For doctoral students, departments are currently paying in-state tuition, and the difference between in-state and out-of-state is a scholarship. The scholarship is an additional benefit that the student receives from the University of Memphis and should be noted in the total compensation information.*

(Additional benefits: departments/units may want to mention that as a student at the University of Memphis, they receive a free membership at our recreation center during the semesters in which they are enrolled: <https://www.memphis.edu/campusrec/membership/student.php>)

Please understand that you are responsible for payment of all remaining fees listed on your Tiger Express account (e.g., housing, parking,

Full-time graduate assistantships with administrative duties are expected to:

- take at least 9 credit hours per semester (late-stage doctoral students at least 1 dissertation credit hr.).
- maintain a minimum 3.00 GPA.

- make adequate progress toward their degree.
- adhere to the Student Code of Rights and Responsibilities;  
<https://www.memphis.edu/osa/students/code-of-rights.php>
- perform satisfactory work in the assigned assistantship.
- <Please insert work assignments that are as specific as possible and the name of the supervisor, if known>.

This appointment is expected to continue through <end date or “your graduate degree pursuit”>, pending your continuous enrollment as a full-time graduate student, satisfactory performance/degree progression, and availability of funding.

Please inform us of your decision no later than April 15, <current year>, by signing <“this letter below” or “the attached contract” if your department prefers>. In accordance with the Council of Graduate Schools’ (CGS) resolution, you may consider other offers of financial support until the April 15 deadline, but any decision after April 15 is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer before April 15, please let us know as soon as you have decided so that we may extend offers to other prospective students if possible.

By accepting this offer, you agree to enroll at the University of Memphis in the semester stated above. You will be responsible for tuition costs should your employment be ended for non-compliance with points listed above or if you voluntarily quit during a semester. There can also be financial implications for dropping classes or withdrawing from all classes. Please consult with the University & Student Business Services (USBS) office before dropping your enrollment below <6 or 9> hours or before withdrawing from any, or all, courses.

Please add/modify items as necessary to comply with department policy or the individual student’s situation.

Please contact <dept contact person> if you have any questions about your offer. Sincerely,

Department Head name Address

Accepted by

Date: