



James Madison University Assistantship Contract

The Graduate School /MSC 6702

Name _____ PeopleSoft ID# _____

Program of Graduate Study _____ Anticipated Date of Graduation _____

Email _____ Local Phone Number _____

Permanent Address and Phone # _____

(SSN _____ Birth Date _____ Ethnicity _____) U. S. Citizen Yes No
(This information is voluntary. It is needed by Payroll.)

Failure to submit this contract 30 days prior to the contract start date may result in delayed financial aid, a revised award package and delayed stipend payment.

<u>Tuition Information</u>	<u>Position Type:</u> (Please circle one) <u>GA (includes SA,RA) AA, TA, DOC</u>
<u>Residency Classification: (must match People Soft)</u> (Please circle one)	
A This student is a Virginia resident.	
B This student is a Non-Virginia resident and falls within the percentage allowed full tuition scholarship.	
C This student is a Non-Virginia resident but does not fall within the percentage allowed full tuition scholarship. The student assumes responsibility for the difference in rate between in-state and out-of-state tuition.	
D This student is a Non-Virginia resident but does not fall within the percentage allowed full tuition scholarship. The student assumes responsibility for the difference in rate between in-state and out-of-state tuition; however, the hiring program/department agrees to pay an additional sum of \$ _____ toward tuition. This financial resource may affect the student's financial aid package.	
If "D," Tuition Org. # _____	
Total Tuition Hours Covered _____ (Normally nine hours per semester)	Tuition Paid by Dept. Org # _____

<u>Departmental /Payroll Information</u>	
Department _____	Contact Person _____
Dept. Org. Code _____	Email _____
Position # _____	Phone # _____
Stipend Amount _____	Dept. Fax # _____
Account Code _____	Mail Stop Code _____
Contract Start Date _____ (Contracts start on 10 th or 25 th)	Contract End Date _____ (Contracts end on 9 th or 24 th)
GAs cannot begin working until their contracts have been processed. DO NOT BEGIN GAS WORKING UNTIL THEIR CONTRACT IS APPROVED.	

James Madison University Assistantship Contract

GA Name _____

The following conditions apply to all graduate assistantships at James Madison University. Failure to comply with the terms of this contract will cause a delay in processing of stipend/tuition payments or may void contract. By signing this agreement, the student and the hiring area agree that the student:

- a. must be accepted (conditionally or unconditionally) into a graduate program and maintain good academic standing in the graduate program (3.0 GPA or better);
- b. must be enrolled as a degree-seeking, full-time student (nine **graduate** hours each semester, one underload to no less than 6 graduate hours during the program of study may be approved in certain situations), student is responsible for all undergraduate tuition and any tuition beyond the terms of the contract. Tuition will be covered at the on-campus rate for the hours stated on the contract. **Charges for web-based courses which exceed the tuition costs included in the terms of the contract will be the responsibility of the student.** Student is responsible for tuition for courses dropped after the tuition refund deadline.
- c. is aware that additional JMU employment must be approved by the coordinator or core faculty and TGS.
- d. must return any unused portion of the assistantship funds to the university should the student graduate, withdraw or be unable to perform his/her duties;
- e. is aware that the assistantship stipend is exempt from unemployment compensation as specified in the Virginia Unemployment Compensation Act;
- f. will receive from the university a Wage and Salary Statement (IRS Form W-2) which will be forwarded to the student after the end of the calendar year;
- g. understands that acceptance of the assistantship constitutes an agreement which both the student and TGS expect to honor; therefore, notification in writing must be provided by the student to TGS if the terms of the contract will not be fulfilled;
- h. who matriculates in a program requiring a thesis, agrees that continuing employment is contingent upon satisfactory progress on thesis research as determined by the student's adviser prior to and during the contract period; and
- i. understands that an official final transcript with the baccalaureate degree must be received no later than the end of the initial semester of the assistantship.
- j. understands that the contract dates may vary from the actual dates the GA is expected to report to the assistantship department.
Actual expected work dates: _____
(not to include dates when the university is closed unless by mutual agreement.)
- k. will complete the TGS GA Survey upon receipt during each semester of the assistantship.

The SWEC position description form signed by the student is to be submitted with each GA contract, including rehires: http://www.jmu.edu/stuemploy/wm_library/PD_2005.doc

Regarding Additional JMU Employment: Graduate students receiving stipends from VA state funds are occasionally permitted to accept JMU employment in addition to the 20 assistantship hours. Permission for such employment must come from The Graduate School, in response to a request by the student's graduate coordinator or advisor. The student and the coordinator or advisor should carefully consider the overall effect of additional employment on the student's academic performance. If the coordinator or advisor endorses the additional employment, he or she sends an e-mail requesting approval to the assistantship coordinator. If approved, TGS will notify payroll.

Student Signature _____ Date _____

"I affirm that my residency status is accurate in the tuition section of this contract . I have read and agree to the terms of this contract."

Department Signature _____ Date _____

Note: The Departmental signature above authorizes the expenditure and certifies that funds are available in accordance with Section 33 of the JMU Financial Procedures Manual. Item "D" above requires a signature from the person with signatory authority, if not the same individual.

Dean _____ Date _____

(if applicable)

TA Faculty Supervisor Signature _____ Date _____

(Use only for TA contracts)

Grants/Contracts Financial Services Director _____ Date _____

(Required for grant contracts only)

TGS Assistantship Director Signature _____ Date _____

SWEC Signature _____ Date _____

Return the contract, I-9, direct deposit and tax forms, etc. to The Graduate School, MSC 6702