

Full Legal Name _____ PeopleSoft ID# _____

Program of Graduate Study _____ Anticipated Date of Graduation _____

JMU Email/ eID _____ Local Phone Number _____

Permanent Address and Phone # _____

Birth Date _____ Ethnicity _____ male female U. S. Citizen? Yes No

GA/TA Supervisor Name _____ Supervisor Empl ID # _____

An assistantship contract should be submitted at least 30 days prior to the contract start date to avoid a delay in financial aid or stipend payment.

Position Type (Choose One):	Graduate Assistant (GA)	Teaching Assistant (TA)	Athletic Assistant (AA)
	Research Assistant (RA)	Doctoral Assistant (DOC)	

Departmental /Payroll Information
The position number used must have the correct position type as chosen above.

Department _____	Contact Person _____
Dept. Org. Code _____	Email _____
Position # _____	Phone # _____
Stipend Amount _____	Dept. Fax # _____
Account Code : 114200	Mail Stop Code _____
Contract Start Date _____	Contract End Date _____
(Contracts start on 10 th or 25 th)	(Contracts end on 9 th or 24 th)

Tuition Information
Residency Classification (must match People Soft) (Choose one):

A - This student is a Virginia resident and receives an in-state tuition scholarship.
 B - This student is a Non-Virginia resident and receives an out-of-state tuition scholarship.
 C - This student is a Non-Virginia resident but does NOT receive an out-of-state tuition scholarship. *The student receives an instate tuition scholarship and assumes responsibility for the difference between in-state and out-of- state tuition.*
 D - This student is a Non-Virginia resident but does not receive an out of state 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.** These additional funds may affect the student's financial aid package.*
 If "D," Tuition Org paying the additional sum: # _____

Total Tuition Hours Covered _____ Tuition Paid by Dept. Org # _____
 (Typically 9 hours per semester, 18 hours full academic year)

Graduate Assistants should not begin working until their contracts have been processed and approved.

James Madison University Assistantship Contract

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 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 program director or advisor, GA supervisor and TGS.*
- d. must return any unused portion of the assistantship funds to the university should he/she 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. All students offered an assistantship should review the [Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants.](http://www.jmu.edu/grad/files/cgs-resolution.pdf) (<http://www.jmu.edu/grad/files/cgs-resolution.pdf>)
- l. If you are teaching as Instructor of Record as part of your GA/TA responsibilities, you authorize a copy of your official JMU transcript to be forwarded to the hiring academic unit as a condition of employment.

The Student Employment position description form signed by the student must be submitted with each assistantship contract, including rehires.

***Regarding Additional JMU Employment:** Graduate students who receive a stipend from VA state funds are allowed to accept JMU employment in addition to the 20 assistantship hours with permission from The Graduate School and the student's program director or advisor. The student and advisor should carefully consider the effect of additional employment on academic performance. Students cannot be paid for work until it is approved. Under the ACA, non-fulltime employees may work no more than 29 hours per week. Additional employment must be approved prior to work completion and the number of hours worked in any given week must total 29 hours or less. The student must submit the signed Approval of Additional Employment form to The Graduate School before beginning additional work.

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 _____
<small>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.</small>	
Dean _____ (if applicable)	Date _____
TA Faculty Supervisor Signature _____ (Use only for TA contracts)	Date _____
Grants/Contracts Financial Services Director _____ (Required for grant contracts only)	Date _____
TGS Director of Student Services Signature _____	Date _____
Student Employment Signature _____	Date _____

Attach the contract, position description, copy of SS card, and hiring forms to the ePAR.